Disaster Plan

M 54-11
June 1999

Washington State Department of Transportation

Disaster Plan

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Washington State Department of Transportation
Field Operations Support Service Center

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Chapter 1 Purpose, Situations, and Assumptions

Purpose

This plan predetermines to the extent possible, actions to be taken by department personnel: to reduce the vulnerability of the state transportation system to any disasters that cannot be prevented; to establish capabilities for protecting the transportation system and its employees from the effects of disasters; to respond effectively to the actual occurrence of disasters; and to assist in the recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life or property to the transportation system.

Situations

Washington State is exposed to many hazards, all of which have the potential to disrupt the transportation system, create casualties, and cause property damage. Possible natural hazards include, but are not limited to, volcanic eruptions, wind storms, tornadoes, floods, forest fires, earthquakes, etc. Other disaster situations could develop from terrorism, civil disorder, dam failure, hazardous materials incident, nuclear power plant accident, multi-hazard incident at the Hanford Facility, or a major transportation accident.

Assumptions

1. Local governments in Washington are primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize property damage.

2. Plans have been developed to facilitate coordination of outside assistance for large-scale disaster; however, it is necessary for the Washington State Department of Transportation (WSDOT) to plan for and be prepared to carry out disaster response and recovery operations in support of the Washington State Comprehensive Emergency Management Plan (CEMP).

3. WSDOT emergency response policies are as follows:

    - Minimize loss of life and property.
    - Protect the integrity of the state operated highway transportation system and related facilities.
    - Repair and open damaged highways and facilities as quickly as possible.

- Assign key personnel at disaster sites to oversee operations and provide consistent information to the regions and service centers.
- Cooperate with other agencies at the local, state, and federal levels.
- Keep the Secretary of Transportation, Transportation Commission, Governor, and legislature informed of the situation.

4. WSDOT does not guarantee or imply by this plan a perfect response system. As the department's resources and systems may be overwhelmed, the department can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time.

Chapter 2 Concept of Operations

General

1. **Individual Responsibility.** It is every individual's responsibility to be accountable for their own actions.

2. **Local, State, and Federal Roles.** It is the responsibility of governments to make every effort possible to protect life and property from the effects of hazardous events. When the emergency exceeds local government's capability to respond, assistance may be requested from the state government. The federal government provides assistance to the state as necessitated by the nature and magnitude of the event. Federal assistance is supplemental to state assistance which is supplemental to local assistance.

3. **Relationship Between Emergency and Normal Functions.** This plan recognizes the concept that emergency functions for groups involved in emergency management generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases, whenever possible. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and should always be attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions may be redirected to accomplish the emergency responsibilities of the Department of Transportation.

4. **Consistency With the State's Commitment of Comprehensive Emergency Management.** This plan is concerned with all types of emergencies that may develop. It also accounts for activities before, during, and after emergency operations. It heavily emphasizes, however, the capability of local governments to respond to and accomplish short-term recovery from large-scale disasters.

Phases of Emergency Management

1. **Mitigation.** Mitigation activity either prevent the occurrence of an emergency or reduce vulnerability in ways that minimize the adverse impact of a disaster or other emergency.

2. **Preparedness.** Preparedness activity include programs, and systems that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.

3. **Response.** Response involves activities and programs designed to address the immediate and short-term effects of an emergency or disaster. It is intented to reduce casualties and damage, and to speed recovery efforts. Response activities include direction and control, warning, evacuation, and other similar operations.

4. **Recovery.** Recovery is the phase that involves restoring facilities and systems to normal. Short-term recovery actions are used to assess the damage and return critical support systems to minimum operating standards; long-term recovery may continue for many years.

Interagency Relationships

It is intended that all department personnel will comply with those entities having primary authority and within the CEMP while coordinating with all concerned local, state, and federal agencies to carry out the department's collective responsibilities. **It is of utmost importance that we coordinate the department's responses thoroughly so that the department can tackle every emergency with a truly synergistic effort.**

Direction and Control

The ultimate responsibility for emergency management rests with the Secretary of the Washington State Department of Transportation (WSDOT). However, it takes the collaborative effort of all departmental personnel to function as outlined in paragraph IV. C. "Task Assignments," if the department is to perform to its best by reducing the loss of life and minimize property damage.

Continuity of Department Operations

1. **Succession of Command.** The line of succession for Emergency Management Operations is described in Chapter 3 of the *Emergency Response Guide,* Section G.

2. **Preservation of Records.** Preservation of vital records and measures to ensure reconstitution, if necessary, and continued operation of the department during and after catastrophic disasters or national security emergencies are covered in the Division of Archives and Records Management, *Essential Records Protection Manual*.

3. **Electronic Data Processing.** Electronic Data Processing is a critical support element of the department's ability to function. The department developed and implemented an Electronic Data Processing Disaster Recovery Plan in July 1988 (Revised September 1995) with an operational off-site "Hot-Site" in January 1989.

Chapter 3 — Organization and Assignment of Responsibilities

General

Most service centers and regional offices have emergency functions in addition to their normal duties. Each service center and regional office is responsible for establishing procedures for:

1. Operations during emergencies (which should be as close to day-to-day operations as feasible).
2. A roster of those persons that need to be called for an emergency.
3. Compliance with the department's responsibilities outlined in the department Emergency Operating Procedures (EOPs).

Emergency Organization

The emergency organization for the department will be the same as for normal daily operations.

Task Assignments

In addition to those responsibilities directed in paragraph IV. A., each service center and region will perform its normal day-to-day function (as modified by the particular emergency) along with those tasks described in Chapter 3 of the *Emergency Response Guide*, Section G.

Chapter 4 Administration and Logistics

General

Administrative procedures are frequently designed, for good cause, to inhibit action by government personnel; and it is not unusual for the most cost-effective approach to solving a problem that may require more time than an alternative approach that achieves the same results. It is clear, therefore, that some administrative procedures should be suspended, relaxed, or made optional under threat of disaster. Such action should, however, be carefully considered, and the consequences should be projected realistically.

Administrative Procedures

Clearly, it is desirable for changes in administrative procedures to be foreseen and allowed for in plans. Inform the department's Emergency Management Program Manager of those procedures that need to be changed and incorporated into later versions of this plan. If procedures need to be changed in the middle of a disaster, inform the Emergency Management Program Manager.

Documentation

Documentation is critical in the success of reimbursement of funds or in the support of liability issues. Therefore, all actions taken and especially any changes to the established procedures shall be documented.

Chapter 5 Plan Development and Maintenance

General

This plan is the principal source of documentation of the department's emergency management activities. Almost every service center or region has some responsibility for developing or accomplishing tasks in some part of this plan. Overall development, maintenance, and coordination of this plan will be accomplished by the department's Emergency Management Program Manager.

Local, State, and Federal Involvement

It is frequently necessary for emergency management planning and operations to be coordinated across service center and region boundaries. To properly carry out their role in support of this plan, all service center and region personnel may be expected to coordinate in many directions simultaneously with local, state, and federal agencies.

Chapter 6 Exercises and Training

General

The department will periodically provide training and conduct exercises to test the plan and procedures. The primary reasons for this activity is to assure the department maintains a readiness mode and to provide the basis for evaluating and modifying the plan and procedures in order to maintain current operational condition.

Employee Involvement

Because the department and its employees are not involved with disasters on a day-to-day basis, it makes it even more critical to support the training and exercises for emergencies and disasters.

A. Federal Civil Defense Act of 1950, Public Law 81-920, as amended.

B. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.

C. Washington State Comprehensive Emergency Management Plan.

D. Title 47, RCW, Public Highways and Transportation.

E. Chapter 38.52 RCW, Emergency Management.

F. Chapter 70.136.050, Good Samaritan Law.

G. WSDOT Radiological Emergency Response Procedures.

H. Washington State Fixed Nuclear Facilities Emergency Response Plan and Procedures. See Procedure 10.10 for WSDOT.

I. Nuclear Regulatory Commission Regulation 0654/Federal Emergency Management Agency Radiological Emergency Preparedness — 1 (NUREG 0654 REP — 1), Revision 1.

J. FEMA REP — 145, Radiological Emergency Preparedness Planning Manual.

K. FEMA REP — 15, Radiological Emergency Exercise Evaluation Methodology.

Abbreviations

AGC	Association of General Contractors
APM	Aviation Program Manager
APS	Aviation Program Specialist
CAP	Civil Air Patrol
CEMP	Comprehensive Emergency Management Plan
EMD	Emergency Management Division
EOC	Emergency Operating Center
EOP	Emergency Operating Procedure
ERG	Emergency Response Guide

EMPM	Emergency Management Program Manager (Terry Simmonds)
DEOC	Department Emergency Operating Center
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
ICS	Incident Command System
LO	Liaison Officer
PDA	Preliminary Damage Assessment
PAO	Public Affairs Officer
RCC	Region Command Center
PIO	Public Information Officer
SECC	State Emergency Coordination Center
USCG	United States Coast Guard
WSDOT or DOT	Washington State Department of Transportation

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Annex A *Activation Plan*

Purpose

To activate the Olympia Service Center (OSC) Emergency Operation Center (OSC/EOC) to support the operational requirements of the department in responding to and recovering from emergencies.

Operational Concepts

A. Olympia Service Center

1. The primary OSC/EOC is located in the Maintenance Conference Room (1C26).

2. The alternate OSC/EOC is located in building 3034BA02, Signal Building, second floor, Olympic Region.

B. Regions

Each region will establish a Region, Aviation, and Ferries Emergency Operation Center and define its location in their *All Hazards Plan*. This shall be called Region, Aviation, and Ferries Emergency Operation Center (EOC).

C. The department shall use the Incident Command System (ICS) as its emergency management structure.

Responsibilities

A. All units within the department during emergencies are responsible for:

1. Coordinating with each other to assure an operational readiness state.

2. Advising the Emergency Management Program Manager when Region, Aviation, and Ferries (EOC) are activated.

3. When Emergency Operation Centers are activated, refer to the department's *All Hazards Plan*, *Emergency Operating Procedures*, and the *Emergency Operation Center Checklist* for operational purposes.

B. All units within the department are responsible for:

   1. Advising the Emergency Management Program Manager of changes to the plan.

   2. Routinely inspecting and testing the facilities to assure operational readiness capabilities.

C. Regions, Aviation, and Ferries coordinate with Local Emergency Management Offices.

Annex B Communication Plan

Purpose

To establish and maintain the communications capabilities necessary to meet the operational requirements of the department in responding to and recovering from emergencies.

Operational Concepts

A. Reliable communications capabilities are necessary for day-to-day communications, warning of impending emergencies, disaster response and recovery and coordination within the department and with other emergency organizations. Such capabilities must be available to support the Department Emergency Operation Center.

B. Routine day-to-day modes of communication will continue to be used to the degree that they survive the disaster and afford adequate communications to support the department's activities. Routine modes of communication include commercial telephone, cellular phones, fax, data processing systems, and radios.

Responsibilities

A. All units within the department during emergencies are responsible for:

1. Coordination with each other to assure an operational readiness state.

2. Advising the department's emergency operation center, when activated, of all communication problems.

B. All units within the department are responsible for:

1. Advising the Emergency Management Program Manager of changes to the plan.

2. Routinely testing their system to assure operational capabilities.

Annex C *Equipment Plan*

Purpose

To establish and maintain the equipment capabilities necessary to meet the operational requirements of the department in responding to and recovering from emergencies/disasters.

Operational Concepts

A. Equipment capabilities are necessary for day-to-day operations and for impending emergency/disaster response and recovery operations and coordination within the department and with other emergency organizations. Such capabilities must be available to support the department's emergency operations.

B. Existing equipment will continue to be used to the degree that it survives the disaster and is adequate to support the department's activities.

C. In the event that existing equipment is not usable, then normal contractual agreements will be exercised. At the request of regions, the department's Equipment Manager will coordinate with the Department of General Administration and with the Association of General Contractors.

Responsibilities

A. All units within the department during emergencies are responsible for:

   1. Coordinating with each other to assure an operational readiness state and to routinely inventory and test their equipment to assure operational capabilities.

   2. Advising the department's command center, when activated, equipment problems and projected needs.

B. All units within the department are responsible for:

   1. Advising the Emergency Management Program Manager of changes to the plan.

Annex D *Facilities Plan*

Purpose

To establish and maintain the facility capabilities necessary to meet the operational requirements of the department in responding to and recovering from emergencies.

Operational Concepts

A. Reliable facility capabilities are necessary for day-to-day operations and impending emergencies, disaster response, and recovery and coordination within the department and with other emergency organizations. Such capabilities must be available to support the Department Emergency Command Center operations.

B. Established department facilities will continue to be used to the degree that they survive the disaster and afford adequate accommodations to support the department's activities.

C. In the event that established department facilities are non-functional, then operations from that facility will be moved to a functional department facility. To adjust for the impact on the receiving facility, more than one work shift may be necessary.

D. In the event that other departmental facilities cannot accommodate the necessary departmental functions, then non-departmental facilities will be acquired.

E. In the event that other department facilities cannot accommodate the necessary departmental functions, the Region Facilities Planner will coordinate with the Olympia Service Center Facilities Office, who will coordinate either with the Olympia Service Center Real Estate Services for an operational facility or with Olympia Service Center Administrative Services for office and warehouse space to immediately find a facility(s) to meet the needs of the department. The Region Facilities Planner and the Olympia Service Center Facilities Office will also coordinate with the department Telecommunications Manager and MIS Network Services Manager to assure operational capability. The Region Facilities Planner will coordinate with the Olympia Service Center Facilities Office and the command center for all facilities needs.

F. Emergency power requirements to support operational functions at department facilities is currently being revised and the draft is attached as Appendix 1.

Responsibilities

A. All units within the department during emergencies are responsible for:

   1. Coordinating with each other to assure an operational readiness state.

   2. Advising the department's command center, when activated, of all facility problems.

B. All units within the department are responsible for:

   1. Advising the Emergency Management Program Manager of changes to the plan.

   2. Routinely inspecting and testing the facilities to assure operational capabilities for consistency.

C. In the event of damage to any of your facilities, contact your Region or OSC Facilities Planner.

D. Region or OSC Facilities Planner will coordinate with the Olympia Service Center Facilities Office.

Appendix 1 to Annex D — Standby Power Requirements

Statewide Criteria

June 1999

Objective

The Department of Transportation's capital facilities provide critical support of the state's roadway maintenance, construction, and administrative functions. This objective is premised on the issue of functional support systems and the department's ability to effectively accomplish the highway mission following a natural or manmade disaster.

To mitigate exposure to this scenario, the department must take action to identify and reduce impacts due to lack of standby power sources.

Parameters

All standby power sources must be capable of supporting emergency operations for 72 hours, as a minimum, inclusive of standby power fuel supply (diesel, natural gas, or propane).

The criteria outlined in this document is intended to capture programmed new construction, as well as retrofit construction for facilities.

Standby power deemed necessary by region(s) and Olympia Service Center for powering those functions beyond the requirements identified in this document for OSC offices, region offices, area maintenance complexes, and maintenance section facilities, will be resourced through program funds.

Identified Critical Operational Functions to be Supported in Designated Critical Facilities

1. Emergency operations ascertained as minimally supporting critical statewide roadway maintenance, construction, and administrative functions in response to a natural or manmade disaster have been defined as: Maintain emergency radio communications, capable of communicating between Emergency Operations Centers (EOC), remote radio sites, area maintenance facilities, and mobile maintenance and construction radios, either mounted in vehicles or hand-held.

2. Maintain operation of the automated fuel delivery system for emergency fuel dispensation to multi-agency and department vehicles and equipment.

3. Maintain operation of vital emergency vehicle repair operations at vehicle maintenance shops in region office complexes and area maintenance facilities and service areas at section maintenance facilities.

4. Maintain operation of vital emergency computer equipment at Region Office Complexes and area maintenance facilities required to perform vendor and employee payment.

5. Maintain minimal building and site support system functions at a level which will ensure the required emergency staff can continue to perform the vital functions listed above.

6. Maintain minimal building and site support system functions at a level which will ensure building will not sustain possible lasting damage due to a prolonged power outage.

WSDOT Maintenance, Construction, and Administrative Facilities

Identified Critical Operational Functions to be Powered in Designated Critical Facilities

1. Emergency Operations Centers

    a. Electrical Power will be provided to power an 800mhz radio transmitter/receiver, four (4) table top PCs, a television set, a fax machine, area space heaters if facility is not heated by oil, propane, or natural gas.

    b. Heat will be provided by powering the facility heating system if the facility is heated by oil, propane, or natural gas.

    c. Lighting will be provided at the rate of 25 percent of the total lighting in the designated EOC room.

2. Automated Fuel Delivery System

    a. Electrical Power will be provided for operation of the electric fuel pump, the backup battery charging system, the fuel system sensor equipment and the emergency warning and shut-off system.

    b. Heat will not be provided to the fuel island.

    c. Lighting will be provided at the fuel island.

3. Vehicle Emergency Repair

    a. Electrical Power will be provided to power the air compressor to power air tools in vehicle shops and vehicle service bays.

    b. Heat will be provided by powering the facility heating system if the facility is heated by oil, propane, or natural gas. If heated by electricity, the resident program will provide portable non-electric fired heaters.

c. Lighting will be provided at the rate of 25% of the total lighting in the vehicle shop and/or service bays.

4. Emergency Computer Equipment

   a. Electrical power will be supplied to those servers and network equipment required to record and manipulate data, and to transmit that data to Olympia Service Center for payment of vendors and employees.

   b. Heat will be provided by powering the facility heating system if the facility is heated by oil, propane, or natural gas, or with area space heaters if facility is not heated by oil, propane, or natural gas.

   c. Lighting will be provided at the rate of 25 percent of the total lighting in the designated computer room(s).

5. Emergency Staff Work Areas

   Note: Emergency staff should be relocated to a single shared area if possible to minimize the amount of building circuits to be powered by standby power generators.

   a. Electrical power will be supplied to those areas designated as emergency work areas to power computers, and area space heaters if facility is not heated by oil, propane, or natural gas.

   b. Electrical power will be supplied to the domestic water pump to supply potable water to the emergency work staff.

   c. Electrical power will be supplied to sewage lift stations if the facility utilizes such equipment.

   d. Electrical power will be supplied to operate the telephone system.

   e. Heat will be provided by powering the facility heating system if the facility is heated by oil, propane, or natural gas, or with area space heaters if facility is not heated by oil, propane, or natural gas.

   f. Lighting will be provided at the rate of 25 percent of the total lighting in the designated emergency staff work area and restrooms which serve this area.

6. Building and Site Support Systems

   a. Designated Critical Buildings and Sites, at a minimum, will be assessed to determine which systems (vital systems), if not operable, could cause lasting damage due to a prolonged power outage.

   b. Vital systems, usually dealing with water conveyance, will either need to have minimal heat applied during the power outage through the building heating system if the building is heated by oil, propane, or

natural gas, or by temporary portable space heaters if the building's normal heat source is electric. If minimal heat cannot be applied to these facilities the water conveyance system must be drained and blown out to remove all residual water remaining in traps, etc.

Methodology for Providing Standby Power to Critical Facilities

1. At a minimum, all existing designated Critical Facilities will be assessed to determine adequacy and code compliance of standby power generation and distribution systems for the above noted Critical Operational Functions.

2. All designated Critical Facilities will be retrofitted to be in compliance with agreed to findings from the standby power assessment.

3. All new facilities designated to be Critical Facilities will be designed to adequately distribute standby generated power to the above noted Critical Operational Functions.

4. All Critical Facilities will either have a static mount, dedicated standby power generator or be wired to accept mobile generated power through standardized outlets and transfer switches in accordance with WSDOT Facilities Standards Nos. 8c.06a through 8c.06c.

5. Each region will maintain a pool of generators for the express purpose of powering Critical Facilities during periods of extended power outages.

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Chapter 1 General Information

Purpose

These Emergency Operating Procedures (EOP) establish the disaster organization within the Washington State Department of Transportation (WSDOT) and specifics functions, procedures, and resources which will be utilized by the department in support of preparedness, mitigation, response, and recovery efforts associated with natural and/or manmade disasters affecting Washington State.

Planning

1. The Secretary of Transportation will appoint an Emergency Management Liaison Officer and alternates within the department to serve as the primary points of contact with the state Emergency Management Division (EMD) and the State Emergency Operation Center (SEOC).

2. The Liaison Officer will advise EMD of the department's disaster policies and capabilities and coordinate the development of appropriate EOPs to be integrated into the state Comprehensive Emergency Management Plan.

3. The department EOPs will be reviewed and updated on an annual basis or whenever changes occur in the department's organization, disaster capabilities, or in state or federal laws affecting the disaster operations.

Training and Exercises

In cooperation with EMD and other local, state, or federal agencies, the Liaison Officer, and other personnel having disaster related duties, will participate in exercises designed to provide necessary training of personnel and testing of emergency plans and procedures.

Concept of Operations

1. The Liaison Officer or alternates will be the primary point of contact to activate the department's procedures.

2. Upon notification that a disaster is occurring or when a disaster becomes imminent, the Liaison Officer or alternates will, to the best of their ability, contact the EMD Duty Officer or the SEOC for instructions.

3. During disaster operations, the Liaison Officer or alternates will provide to the SEOC timely updates and status reports of the department's operation and damage.

4. During disaster operations, the department will maintain its own structure and chain of command.

5. When the department is requested by EMD to support disaster operations, it is very important that accurate records be kept of all time and costs for personnel and equipment utilized in responding to and recovering from the disaster. These records must document and separate disaster related expenditures for possible reimbursement. Reimbursement may come from: the requesting agency, Indian Tribe, or local government; from emergency/disaster funds provided by the state or federal government if applicable; or if the Governor decides, from the budget of the responding agency. State Law (RCW 38.52.110) directs the Governor to make use of all state resources in responding to a disaster and directs the officers and personnel of all such departments, agencies, and offices to cooperate with and extend such services to the Governor or the Emergency Management Organization upon request, notwithstanding any other provision of law. It is the policy of the state of Washington to minimize as much as possible the financial impact upon any state agency requested to respond to a disaster.

Washington State
Department of Transportation
Citizens of Washington State
Sid Morrison
Date
Governor Gary Locke
Washington State Transportation Commission
Tom Green, Chair
Connie Niva, Vice Chair
Ed Barnes
A. Michele Maher
Aubrey Davis
Christopher Marr
George Kargianis
Chris Rose, Administrator
Secretary
Sid Morrison
Attorney General
William L. Williams
Chief Counsel
Audit
Wayne Donaldson
Equal Opportunity Office
Brenda Richardson
Ombudsman
Robin Rettew
Janette Ingham
Deputy Secretary for Operations
Gerald E. Smith
Deputy Secretary for Policy
Gretchen White
Eastern Region
Jerry Lenzi
North Central Region
Don Senn
Northwest Region
John Okamoto
Olympic Region
Gary Demich
South Central Region
Leonard Pittman
Southwest Region
Don Wagner
Environmental and Engineering Service Center
Don Nelson
Field Operations Support Service Center
John Conrad
Finance and Administration Service Center
Helga Morgenstern
Planning and Programming Service Center
Jim Toohey
TransAid Service Center
Dennis Ingham
Communications and Public Involvement Office
Lynn Lampe
Governmental Liaison Office
Rick Daniels
Don Griffith
Human Resource Office
Adrienne Sanders
Q2000 Office
Cindy Colvin
Aviation Division
Bill Brubaker
Highways and Local Roadways Division
Paula Hammond
Public Transportation and Rail Division
Jim Slakey
Transportation Economic Partnerships Division
Jerry Ellis
Washington State Ferries
Paul Green

1. Statement of Capability:

   a. Determine the usable portions of the state transportation network.

   b. Coordinate and control emergency highway traffic regulations in conjunction with Washington State Patrol, Military Department, Highway User Groups, and state EMD.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. State Transportation Commission:

      Keeps informed of the situation. Responds to disaster situations in accordance with guidance from the Governor's Office.

   c. Secretary of the Department of Transportation:

      Keeps Transportation Commission informed. Responds to disaster in accordance with the Commission's guidance and established department policies and procedures, as appropriate.

   d. Assistant Secretary, Field Operations Support Service Center:

      Keeps Secretary informed. Responds to disaster in accordance with the Secretary's guidance and established department policies and procedures.

3. Activation:

   In accordance with procedures contained in the Washington State Comprehensive Emergency Management Plan (CEMP).

4. Implementation:

   In accordance with the procedures contained in the *Emergency Response Guide*, Section G.

Chapter 4 Repair and Maintenance of Highways

1. Statement of Capability:

   Reconstruct, repair, and maintain state highway bridges and alternate routes, and coordinate the mobilization of personnel and equipment required for emergency engineering services as related to state highways.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. State Maintenance Engineer:

      Provides emergency recovery direction to the regions and arranges for temporary repair of highway services as necessary and feasible.

   c. Regional Administrator:

      Responds to an emergency situation in accordance with existing department policies and procedures, as found in the *Emergency Response Guide*, Section G, and direction from the State Maintenance Engineer as required. Assigns detours, makes emergency repairs, removes debris, carries out emergency traffic regulations and administers emergency contracts under the purview of the Chief Construction Engineer.

3. Activation:

   This section of the EOP will be activated when conditions of a disaster warrant such action.

4. Implementation:

   In accordance with the procedures found in Chapter 8 of the *Emergency Response Guide*, Section G.

1. Statement of Capability:

   Maintains liaison with the Washington State Chapter of the Associated General Contractors of Washington and of America and construction and equipment rental companies.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. State Construction Engineer:

      Coordinates personnel and equipment for emergency engineering functions including plans, specifications, and cost estimates in support of region needs. Maintains liaison with the Associated General Contractors of Washington and of America.

3. Activation:

   Regions shall maintain their relationship with contractors and use existing procedures to contract for equipment, materials, and services. At the request of a region, the State Construction Engineer will coordinate with the Associated General Contractors of Washington and of America to support the region request.

4. Implementation:

   This is an ongoing activity, covered by normal construction procedures.

1. Statement of Capability:

   Provides initial damage assessment estimates on federal aid system highway facilities as a member of the Preliminary Damage Assessment (PDA) Team.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. Assistant Secretary, Field Operations Support Service Center:

      Provides overall direction and control of damage assessments.

   c. Regional Administrator:

      Provides district personnel to perform preliminary damage assessments with federal officials.

3. Activation:

   This section of the EOP will be activated when a disaster has caused damage to state highways.

4. Implementation:

   When major damage occurs to state highways, the Regional Administrator of the affected region will make initial damage assessments and report location, description of damage, and estimated costs to the Emergency Management Program Manager. The Regional Administrator will report damage information on the Preliminary Damage Assessment Worksheet and Preliminary Damage Assessment Summary attached. The Emergency Management Program Manager will record and report this information to the state EMD's Public Assistance Coordinator.

Washington State Department of Transportation

WSDOT Preliminary Damage Assessment Worksheet

County	Region	Category of Work	Date

This form should be used as a worksheet by WSDOT to compile damage values. NOTE: The damages must be compiled on a Category - of - Work basis.

Emergency Work Categories:

A - Debris Clearance
B - Protective Measures, Permanent Work
C - Road Systems
D - Water Control Facilities
E - Public Buildings And Equipment
F - Public Utility Systems
G - Parks And Other

1. Please indicate the type of Road System (On or Off) on the Category of Work line.
2. Please transfer totals to Preliminary Damage Assessment Summary (DOT Form 550-002).
3. The President declares Disaster Areas (usually) by county. The cordination of the State/Federal damage assessment will be through the county Emergency Management Office.
   Please provide copies to that office as soon as possible, time is of the essence.

To be Completed by WSDOT			To be Completed by State/Federal Team	
Brief Description Of Damage	Location	Estimated Cost Of Repair	Estimated Cost Of Repair	Comments

DOT Form 550-001 EF 9/94

Washington State Department of Transportation

WSDOT Preliminary Damage Assessment

Part I. Applicant Information

County	Region	Local Contact	Phone Number	Maint. Budget Balance	Date Budget Begins
					July 1

Part II. Damaged Cost Estimates

Category of Work	Number of Sites	FEMA		CORPS		FHWA	
		Local	Team	Local	Team	Local	Team
A-Debris Clearance							
B - Protective Measures							
C - Road Systems							
D - Water Control Facilities							
E - Public Buildings & Equipt.							
F - Public Utilities							
G - Parks / Other							
Sub-Totals							

Local Total Dollar Estimate _____ Team Total Dollar Estimate _____

(Local) Part III. Disaster Impact (Narrative) (Team)

Name of:		Agency	Phone Numbers		Date
Local Representative			W	H	
State Representative			W	H	
Federal Representative			W	H	

DOT Form 550-002 EF
9/94

Chapter 7 Preliminary Damage Assessment for Local Jurisdiction (Title 23, USC, and PL 93-288, as amended)

1. Statement of Capability:

   Provides initial damage assessment estimates on other state, local, and federal system, and off federal aid system highway facilities as a member of the Preliminary Damage Assessment (PDA) Team.

2. Responsibilities:

   a. Assistant Secretary, Highways and Local Programs Service Center:

      Manages WSDOT's damage assessment involvement.

   b. Emergency Management Program Manager:

      Coordinates the activities of the Damage Assessment Teams. Primary point of contact with EMD. Consults with Assistant Secretary, Highways and Local Programs, in terms of resources needed, progress, and accomplishments.

   c. Regional Highways and Local Programs Engineer:

      Performs preliminary damage assessment with local and federal officials. Primary point of contact between the department and local agencies.

   d. Damage Assessment Team:

      Composed of federal, state, and local engineers.

3. Activation:

   This section of the EOP will be activated when a disaster has caused damage to state and local transportation system and/or to other critical facilities.

4. Implementation:

   Upon receipt of the information that disaster-caused damage to roads, streets, or bridges has occurred, the Regional Highways and Local Programs Engineer of the affected area will make an initial damage assessment on county and city facilities. Then report location, description of damage, and estimated costs to the Emergency Management Program Manager who will consolidate the reports and provide a copy to the

Assistant Secretary, Highways and Local Programs. The Highways and Local Programs Engineer will report damage information on WSDOT's Preliminary Damage Assessment Worksheet and Preliminary Damage Assessment Summary attached.

The Assistant Secretary, Highways and Local Programs, or the Emergency Management Program Manager will record and report this information to the state EMD's Public Assistance Coordinator.

The Regional Administrator or their representative shall assign personnel as members of the Preliminary Damage Assessment (PDA) Team, upon request by the Assistant Secretary, Highways and Local Programs, and shall assist federal counterparts from the federal government in determining the magnitude of the disaster and estimate the damages.

The state EMD's Public Assistance Coordinator will inform the Emergency Management Program Manager who will inform the Assistant Secretary, Highways and Local Programs, of the time and location of the preliminary damage assessment meeting.

The Assistant Secretary, Highways and Local Programs, or the Emergency Management Program Manager at the direction of the Assistant Secretary will contact the Regional Administrator and provide meeting information.

At the conclusion of the preliminary damage assessment, official damage estimates shall be transmitted to the Emergency Management Program Manager who will provide copies to the Assistant Secretary, Highways and Local Programs, and to the state EMD's Public Assistance Coordinator.

(Title 23, USC and PL 93-288, as amended)

1. Statement of Capability:

   Participates on Damage Survey Report (DSR) Teams to conduct inspection of federal aid and off federal aid system highway facilities damaged by a disaster.

2. Responsibilities:

   a. Assistant Secretary, Highways and Local Programs Service Center:

      Manages WSDOT's damage survey report activities.

   b. Emergency Management Program Manager:

      Coordinates activities of the DSR's Teams. in cooperation with federal, state and local engineers, establishes damage survey team organization, assembles team personnel, establishes schedules and supervises assessment effort. Primary point of contact with state EMD, federal, state, and local agencies. Consults with Assistant Secretary, Highways and Local Programs, in terms of resources needed, progress and accomplishments.

   c. Regional Highways and Local Programs Engineer:

      Primary point of contact for local agencies.

   d. Damage Survey Report Team:

      Composed of federal, state, and local engineers. Writes the damage survey reports and submits to the Emergency Management Program Manager for action.

3. Activation:

   This section of the EOP will be activated following receipt of a federal disaster declaration.

4. Implementation:

   State EMD's, Public Assistance Coordinator will contact the Emergency Management Program Manager who will contact the Assistant Secretary, Highways and Local Programs, with the number of engineers needed and the location and time of the engineers briefing. The Public Assistance Coordinator will make team assignments after the briefing.

1. Statement of Capability:

   Coordinates emergency air transportation for personnel and essential supplies.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. Aviation Program Manager (APM):

      Carries out the disaster operations assigned to the division.

   c. Aviation Program Specialist (APS):

      Assists the APM as required.

3. Activation:

   This section will be activated upon request from EMD through the department's liaison.

4. Implementation:

   Requests for emergency air transportation of personnel and essential supplies from local governments and state agencies are channeled through the EMD. The APM will coordinate the state's air resources, including military, volunteer, and Civil Air Patrol (CAP), to support the mission.

   The APM will brief pilots on the nature of the mission, time and location factors and will coordinate the emergency mission as requested. Upon completion of their mission, pilots will report results to the APM who will report this information to the OSC/EOC. The OSC/EOC will report this information to the SEOC.

   All emergency air space restrictions will be made to the APM who will coordinate with the Federal Aviation Administration (FAA).

1. Statement of Capability:

   Coordinates the aerial reconnaissance, photographic and radiological monitoring missions.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. Aviation Program Manager (APM):

      Coordinates the disaster functions assigned to the division.

   c. Aviation Program Specialist (APS):

      Assist the APM as required.

3. Activation:

   This section will be activated upon request from EMD.

4. Implementation:

   Request for aerial reconnaissance, photographic and radiological monitoring missions from local governments and state agencies are channeled through state EMD. The APM will coordinate the state's air resources, including military, volunteer, and Civil Air Patrol (CAP), to support the mission.

   The APM will brief pilots on the nature of the mission and on time and location factors and will coordinate the emergency mission as requested. Upon completion of their mission, pilots will report results to the APM who will report this information to the OSC/EOC. The OSC/EOC will report this information to the SEOC.

1. Statement of Capability:

   Provides damage estimates on public and private airports.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. Aviation Program Manager (APM):

      Coordinates the disaster functions assigned to the division.

   c. Aviation Program Specialist (APS):

      Assist the APM as required.

3. Activation:

   This section will be activated upon request from EMD.

4. Implementation:

   The APM will coordinate the initial airport damage assessment reports from airport officials or volunteer pilots in the disaster affected areas. Upon completion of their mission, pilots will report results to the Aviation Director who will report this information to the OSC/EOC. The OSC/EOC will report this information to the SEOC.

1. Statement of Capability:

   Coordinates emergency marine transportation for personnel and essential supplies.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. Assistant Secretary, Washington State Ferries:

      Carries out the disaster operations assigned to the division.

   c. Captain:

      Assists the Assistant Secretary.

3. Activation:

   This section will be activated upon request from state EMD.

4. Implementation:

   Requests for emergency marine transportation of personnel and essential supplies from local governments and state agencies are channeled through state EMD or SEOC. The Director of Washington State Ferries will coordinate the state's marine resources, including volunteer, and will coordinate closely with the United States Coast Guard (USCG), to support the mission.

   The Director of Washington State Ferries will brief the captains of the vessels on the nature of the mission, time, and location factors and will coordinate the emergency mission as requested. Upon completion of their mission, captains will report results to the Director who will report this information to the OSC/EOC. The OSC/EOC will report this information to the SEOC.

   All emergency marine space restrictions will be made to the Director of Washington State Ferries, who will coordinate with the USCG.

1. Statement of Capability:

   Coordinates the request for emergency public transportation for personnel and essential supplies.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. Public Transportation and Rail Director:

      Carries out the disaster operations assigned to the division.

   c. Public Transportation Emergency Services Coordinator:

      Assists the Public Transportation and Rail Director.

3. Activation:

   This section will be activated upon request from EMD.

4. Implementation:

   Requests for emergency public transportation of personnel and essential supplies from local governments and state agencies are channeled through the SEOC. The Public Transportation and Rail Director will coordinate the request to identify public transit resources, including volunteer and private resources.

   The Public Transportation and Rail Director will brief the Public Transportation Emergency Services Coordinator on the nature of the mission and on time and location factors and will coordinate the emergency mission as requested. Upon completion of their mission, managers will report results to the Public Transportation and Rail Director who will report this information to the OSC/EOC, who will report this information to SEOC.

1. Statement of Capability:

   Coordinates emergency rail transportation for personnel and essential supplies.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. Public Transportation and Rail Director:

      Carries out the disaster operations assigned to the division.

   c. Rail Branch Manager:

      Assists the Public Transportation and Rail Director.

3. Activation:

   This section will be activated upon request from EMD.

4. Implementation:

   Requests for emergency rail transportation of personnel and essential supplies from local governments and state agencies are channeled through State Emergency Management. The Public Transportation and Rail Director will coordinate the state's rail resources, including private resources.

   The Public Transportation and Rail Director will brief the Rail Branch Manager on the nature of the mission and on time and location factors and will coordinate the emergency as requested. Upon completion of their mission, managers will report results to the Public Transportation and Rail Director who will report this information to the OSC/EOC, who will report this information to the SEOC.

Chapter 15 Public Information Officer Support

1. Statement of Capability:

   Provides Public Information Officer (PIO) support to the Governor or to EMD during emergency operations.

2. Responsibilities:

   a. Communications and Public Involvement Director:

      Supports the state's Emergency Public Information Officer (EPIO) at the state Emergency Operation Center (SEOC) or at disaster field office.

   b. Public Information Officer:

      Assists the Communications and Public Involvement Director as requested.

3. Activation:

   This section will be activated upon request from EMD.

4. Implementation:

   The Governor's Press Secretary serves as the state's EPIO, and under direction of the Governor, directs, coordinates, and supervises the release of state emergency public information, emergency instructions, and news releases pertaining to state disaster operations.

   The EMD Public Information Officer provides technical advice and support to the state EPIO, and when designated by the state's EPIO, directs, coordinates, and supervises other state agency PIOs during disaster operations.

1. Statement of Capability:

   Provide communications resources in support of statewide emergency operational needs.

2. Responsibilities:

   a. Liaison Officer and Alternates:

      Primary point of contact with EMD.

   b. Radio Communications Program Director:

      Coordinates communications resources and support to the OSC/EOC and the SEOC.

3. Activation:

   This EOP will be activated upon a request by the State Maintenance Engineer or by the SEOC.

4. Implementation:

   a. The Radio Communications Program Director, in coordination with EMD, Communication Officer, will provide communications engineering, personnel, and equipment, as available, to support statewide emergency operational needs.

   b. The MIS Information Technology Center (ITC) Manager will provide mainframe computer and networking connectivity and service (E-Mail, etc.) to support statewide emergency operational needs.

Transportation

Primary Agency: Washington State Department of Transportation

Support Agencies: Department of Community, Trade and Economic Development
Washington State Department of General Administration
Washington State Military Department
Washington State Office of Financial Management
Washington State Parks and Recreation Commission
Washington State Patrol
Washington State Public Ports
Washington State Superintendent of Public Instruction
Washington State Utilities and Transportation Commission
United States Federal Aviation Administration
United States Department of Transportation — Coast Guard
Private Rail Carriers
Public Transit Authorities

I. Introduction

A. Purpose

The purpose of this Emergency Support Function (ESF) is to provide for the coordination of all transportation missions.

B. Scope

The provision of state transportation support includes:

1. Coordinate all transportation activities to supplement the efforts of state agencies and local jurisdictions.

2. Establishing the priority and/or allocation of transportation resources, processing of all transportation requests, managing air and marine traffic, determining the priority of highway repair, conducing damage assessment, and appropriate emergency management coordination with state agencies, local jurisdictions, and neighboring states and provinces.

II. Policies

State transportation planning will be directed toward satisfying two operational demands. The first is to ensure the integrity of the States Transportation System. The second is to coordinate and provide transportation assistance to state agencies and local jurisdictions upon their requests.

III. Situation

A. Emergency/Disaster Conditions and Hazards

A significant disaster will severely damage the transportation infrastructure. Most localized transportation systems and activities will be hampered by the damaged surface transportation infrastructure and disrupted communications.

B. Planning Assumptions

1. The area/regional transportation infrastructure will most likely sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of the response and recovery efforts.

2. Disaster response and recovery activities which require the use of the transportation system may be difficult to coordinate effectively.

3. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.

4. The immediate use of the transportation system for response and recovery activities will most likely exceed the capabilities of the state and local jurisdictions, thus requiring assistance from the federal government to supplement efforts.

IV. Concept of Operations

A. General

1. In accordance with the Comprehensive Emergency Management Plan, Basic Plan, and this Emergency Support Function, the state Department of Transportation is responsible for coordinating transportation activities. The Emergency Operating Procedures (EOPs) established in the Washington State Department of Transportation Disaster Plan provide the framework for carrying out these activities.

2. Requests for assistance will be generated one of two ways. The request will be forwarded to the state EOC, or the request will be received at one of the state Department of Transportation Emergency Operation Center. In either case, coordination between state Department of Transportation and the state EOC is essential.

3. When transportation requests exceed the capability of the state, and with the approval of the Governor, state Department of Transportation will coordinate all transportation activities with the Federal Emergency Support Function #1, Transportation.

B. Organization

The Field Operations Support Service Center (FOSSC) is responsible for the coordination of state Department of Transportation emergency management activities. The six regional offices located in Seattle, Spokane, Tumwater, Vancouver, Wenatchee, and Yakima are responsible for transportation field operations within their respective Regions. The Department of Transportation Aviation Division is responsible for all air transportation activities throughout the state. The Department of Transportation Ferry Division is responsible for all marine transportation activities in inland marine waters.

C. Procedures

Washington State Department of Transportation Disaster Plan.

D. Mitigation Activities

1. Washington State Department of Transportation

Ensure deployed personnel are briefed on the known hazards and mission assignment.

2. Washington State Military Department, Emergency Management Division

a. Provide the Hazard Identification and Vulnerability Analysis (HIVA) to state agencies.

b. Provide information about hazards that may influence citing of Department of Transportation facilities and deployment of resources.

E. Preparedness Activities

1. Washington State Department of Transportation

   a. Develop and maintain the department's Disaster Plan, procedures, and checklists in support of the state Comprehensive Emergency Management Plan

   b. Coordinate with supporting state agencies, federal government, and private organizations at the federal government liaison coordinator for ESF#1.

   c. Develop, in coordination with state Emergency Management, an inventory of transportation resources.

2. Washington State Military Department, Emergency Management Division

   a. Coordinate with the state Department of Transportation to ensure operational readiness.

   b. Maintain the state Emergency Operation Center (EOC) in a state of readiness and ensure the Emergency Operations Procedures are current.

   c. Coordinate with the state Department of Transportation in developing an inventory of available transportation resources.

   d. Maintain liaison with the Federal Emergency Management Agency.

F. Response Activities

1. Washington State Department of Transportation

   a. Staff the state EOC for coordinating all transportation related missions.

   b. Coordinate all transportation related missions in support of the state Comprehensive Emergency Management Plan.

   c. Determine the usable portion of the state transportation system and coordinate and control emergency highway traffic regulations in conjunction with the Washington State Patrol, state Military Department, and the Federal Highway Administration.

d. Coordinate the mobilization of personnel and equipment required for engineering services as related to the state transportation system.

e. Maintain liaison with the Washington State Chapter of the Association of General Contractors, the Association of General Contractors of America and construction and equipment rental companies.

f. Conduct aerial reconnaissance and photographic missions, as requested, provided resources are available.

g. Provide communications resources in support of statewide operational requirements in accordance with ESF-2, Communications and Warning, provided resources are available.

h. Provide graphics and editorial support to the Office of the Governor, the state EOC, or the lead state response agency, in addition to the graphic and editorial work done within the state Department of Transportation, Office of Communications and Public Involvement, during response and recovery activities.

i. Provide public information office support to the Office of the Governor, state Emergency Operations Center, or the lead state response agency, in addition to the graphics and editorial work done through the state Department of Transportation Office of Communications and Public Involvement, during response and recovery activities.

j. Coordinate and task the Emergency Support Function #1, Transportation, representative, to provide federal transportation support.

2. Washington State Military Department, Emergency Management Division

a. Activate the state EOC, disseminate warnings, and activate the Emergency Alert System (EAS), as necessary.

b. Notify the state Department of Transportation of the potential need for transportation support.

3. Washington State Military Department, National Guard

    a. Provide air and surface transportation support, as available.

    b. Provide air traffic control support, as available.

    c. Provide support in accordance with ESF-13 Military Support to Civil Authorities.

F. Recovery Activities

1. Washington State Department of Transportation

    a. Reconstruct, repair, and maintain the state transportation system including the designation of alternate routes in coordination with counties, cities, and ports.

    b. Conduct damage assessment to the state's transportation system and facilities as a member of the Preliminary Damage Assessment Team.

    c. Conduct damage assessment on non-state transportation systems and facilities as a member of the Preliminary Damage Assessment Team.

    d. Conduct inspections of the state's transportation system and facilities and to non-state transportation systems and facilities as a member of the Damage Survey Report Team.

    e. Coordinate and task the United States Department of Transportation to provide support in accordance with the Federal Response Plan.

2. Washington State Military Department, Emergency Management DivisionCoordinate with the state Department of Transportation.

V. Responsibilities

A. Primary Agency: Washington State Department of Transportation

1. Coordinate all transportation emergency management activities in support of the state Comprehensive Emergency Management Plan.

2. Develop and maintain the Department of Transportation's Disaster Plan in support of the state Comprehensive Emergency Management Plan.

3. Primary Agency for the conduct of Damage Assessment on all state transportation systems.

B. Support Agencies

1. Washington State Energy Office

Assist in providing information such as supply and availability of petroleum products, transportation issues related to energy and utility restoration, and updates on river flow management affecting transportation and other infrastructure to the state Department of Transportation as available.

2. Washington State Department of General Administration

Supports the state Department of Transportation by providing available resourcs.

3. Washington State Military Department

Supports the state Department of Transportation by providing available resources.

4. Washington State Office of Financial Management

a. Coordinates with other state agencies for facilities inventory information.

b. Coordinates state disaster funding obligations and requests and prioritizes costs by appropriate funding sources.

5. Washington State Parks and Recreation Commission

Supports the state Department of Transportation by providing available resources.

6. Washington State Patrol

a. Coordinates statewide emergency traffic control pursuant to emergency highway traffic regulations.

b. Coordinates the use of available law enforcement resources to assist with special emergency or disaster requirements.

7. Washington State Superintendent of Public Instruction

   Supports the state Department of Transportation by coordinating school buses for the movement of people.

8. Washington State Utilities and Transportation Commission

   Supports the state Department of Transportation by providing available resources.

9. Washington State Public Ports

   Provides loading, off-loading and staging assistance, if resources are available, to support the state Department of Transportations mission of coordinating all transportation requests, so as to support the states effort to repair or restore the transportation systems which are a vital link to the response and recovery efforts of the local jurisdictions. This commitment does not deter from the relationship or agreements the public ports have with local jurisdictions.

10. United States Federal Aviation Administration

    Provides aviation related support during an emergency or disaster.

11. United States Department of Transportation — Coast Guard

    Coordinates all Federal transportation resources, as approved by the Federal Response Plan, to support the state Department of Transportation.

12. Private Rail Carriers

    Supports the state Department of Transportation for all transportation related missions, provided resources are available, and fully under Burlington Northern and Santa Fe's discretion.

13. Public Transit Authorities

    Coordinates the use of available equipment and personnel resources to assist, as requested, with emergency or disaster requirements.

VI. Resource Requirements

See Washington State Department of Transportation Disaster Plan.

VII. References

See Washington State Department of Transportation Disaster Plan.

VIII. Terms and Definitions

See Washington State Department of Transportation Disaster Plan.

Procedures for the Movement of Overlegal Vehicles/Loads in Emergency Conditions

Purpose

The following procedures are provided in order for state, and other jurisdictions, to safely secure the equipment necessary to mitigate the proclaimed emergency. Failure to comply with these procedures may result in compounding the emergency by damaging or eliminating available accesses.

Criteria

1. The emergency must be proclaimed by the Governor of Washington State and/or other local elected official.

2. Other emergent conditions not declared a disaster, but where life or property is in immediate danger, including but not limited to oil spills, train derailment, power outages, or storm damage.

3. All size and weight criteria, found in RCW 46.44 and WAC 46838, for the permitted transport of overlegal vehicles/loads must be met.

Procedures

1. During normal office hours (7:00 a.m. to 5:00 p.m. Monday through Friday) inquiries to permit overlegal vehicles/loads should be made to:

   Motor Carrier Services Office
   PO Box 47367
   921 Lakeridge Way SW
   Olympia, WA 98504-7367
   (360) 664-9494 Fax (360) 664-9440 1-800-562-6902

   Payment will be by bank card, the permit will be transmitted by facsimile to a WSDOT approved location of carrier's choice.

   Also, during normal business hours, or when telecommunications are severed, the carrier/provider can obtain a permit in person from any of the statewide special motor vehicle permit offices. Payment of fees may be by cash, check, money order, or bank card.

   During non-office hours inquiries to permit overlegal vehicle/load must be made to the Washington State Patrol at:

   Ridgefield Port of Entry
   (360) 887-8231
   Fax (360) 887-0610

   Bow Hill Port of Entry
   (360) 766-6196
   Fax (360) 766-7503

   Spokane Port of Entry
   (509) 226-3366
   Fax (509) 226-0390

   Plymouth Port of Entry
   (509) 734-7043
   Fax (509) 734-7039

Payment of fees must be by bank card, a permit authorization number will be given to the carrier over the phone. For carriers moving through the Port, the actual permit will be provided (cash, check, or money order will also be accepted in person at the ports).

2. The carrier must furnish the following information (use Exhibit A whenever possible):

   a. Proposed route.

   b. Height, length, and width at extremities (if overlegal).

   c. If the vehicle(s) is overweight, weight of each axle and spacings between axles, measured from hub centers (a carrier may have a WSDOT Equipment and Axle Spacing Report, the number of that report may be used in lieu of the specific information).

   d. If the vehicles(s) is overweight, number and size of tires per axle (same as c.).

   e. Description of vehicle and/or load being transported (include schematic, if possible).

3. WSDOT and/or Washington State Patrol personnel will review the submitted specifications with the proposed route for any conflicts. Alternative routes may be suggested. If the integrity of a structure is questioned, and no alternative is available, the analysis will be forwarded to the Bridge Preservation Office for final determination prior to issuing a permit.

4. Vehicles exceeding legal limitations must acquire permits, or permit authorization, before each move.

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Washington State Department of Transportation
Motor Carrier Services
921 Lakeridge Way SW
PO Box 47367
Olympia, WA 98504-7367

Oversize/Overweight Vehicle Permit Application

*** *Same Day Service Not Guaranteed if Received After 4:30 PM* ***

NOTE: Permits MUST be legible, signed in colored ink (not black), and carried in permitted vehicle.

Company Name	Street Address	City	State	Zip Code

Contact Name	Phone *(With Area Code)*	Fax *(With Area Code)*	Permit Start Date	Permit End Date

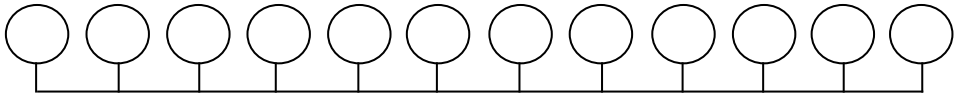
License No. or VIN No.	Base State	Unit #

DESCRIPTION OF NON-REDUCIBLE LOAD OR VEHICLE

- ☐ Single Trailer
- ☐ Double Trailer
- ☐ Temp. Additional Tonnage
- ☐ Fixed Load
- ☐ Tow Truck
- ☐ Monthly
- ☐ Annual
- ☐ Return Trip

Axle Spacing Report #	Tractor (# of Axles)	Semi-Trailer (# of Axles)	Gross Weight
Transponder #	Truck (# of Axles)	Trailer (# of Axles)	Legal Weight

Overweight Only: Give axle spacing measured from center of axle to center of axle in feet and inches and number of tires per axle.



Tire Size on Steer Axle	Lift Axle? ☐ Yes ☐ No	Which Axle?	Tire Size?	☐ Single ☐ Dual	Self Steering? ☐ Yes ☐ No

Width	Height	Total Overall Length
Trailer Length	Front Overhang	Rear Overhang

Signature	Date
Bankcard #	Expiration Date

FOR OFFICE USE ONLY		
Date Issued	Permit No.	Amount

Origin: _____

Destination: _____

# of Miles: _____

Routes of Travel (For overweight loads, include mileposts and county miles)

Highways	Beginning MP	Ending MP
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____
HWY _____	MP _____	TO _____

County Road Miles _____

DOT Form 560-021 EF
Revised 2/99

Toll Free 1-800-562-6902 ● Phone 360-664-9494 ● Fax 360-664-9440

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Chapter 1 — Incident Command System Checklists Introduction

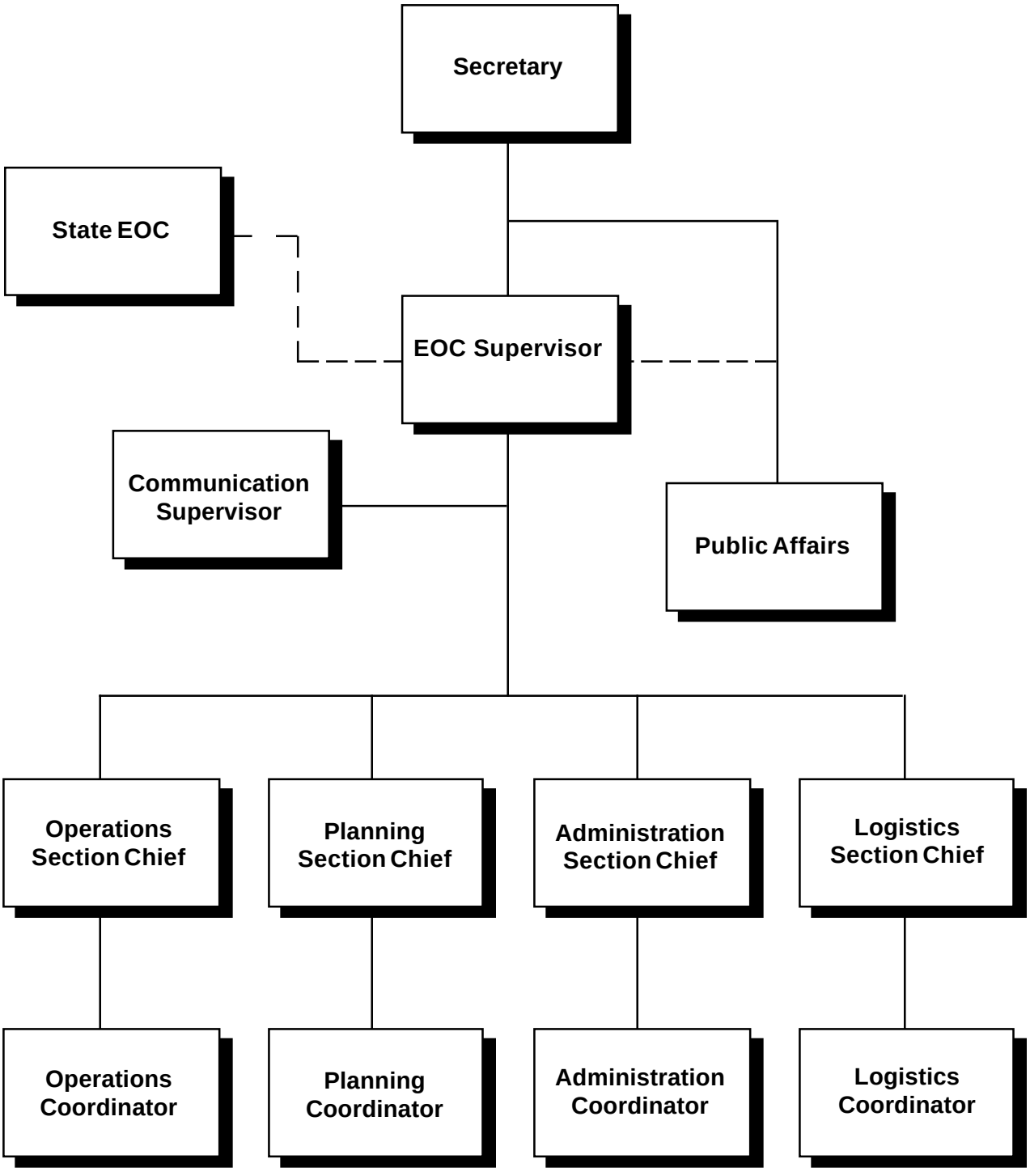
The Incident Command System (ICS) was created by the U.S. Forest Service in the early 1970s as a result of a multi-jurisdictional fire response in California. Since the creation of ICS, there has been several revisions and modifications. About 1983, the state of Washington adopted ICS for field response and Emergency Operation Center (EOC) operations.

The principle behind this agreement was that field operations and EOC operations would have the same functional organization concept for consistency. First responders, such as law enforcement and fire organizations, not only use the system but also conduct ICS training.

The primary advantages of using ICS are: organizations do not lose their authority and identity; it is a functional response concept without the major concern of WHO'S-IN-CHARGE; it provides flexibility, in that, one person can carry out all the functions, or as the incident grows, more people may be brought in to carry out the functions; it gives the ability to expand or contract as needed; it allows everyone to use and understand the same terminology; it provides a partnership atmosphere, and there are many other reasons to use ICS.

Therefore, as field operations occur, and the need arises to open a Region Emergency Operation Center, or Olympia Service Center opens its EOC and if other jurisdictions open their EOCs, or if the state opens its EOC, everyone will be operating from the same concept and with the same consistency.

Department Emergency Operation Center Organizational Chart



General Description of Responsibilities

Oversees the direction and control of the department's emergency/ disaster response actions. Leads the executive and policy decision-making processes.

Action Items

Key decision maker:

- ❒ Leads the discussion and decision-making processes with Executive Management Team.
- ❒ Documents the basis for and disseminates key emergency/disaster response decisions.
- ❒ Maintains administrative records of the department's command center operations and state costs incurred during the emergency/ disasters.

Liaison with Governor, Legislature, Legislative Transportation Committee, State Government, and the Federal Highway Administrator:

- ❒ Informs the Governor, Legislature, Legislative Transportation Committee, director's of state agencies, and the Federal Highway Administrator of the status of the States Transportation System, as appropriate.

Coordination with neighboring jurisdictions:

- ❒ Establish and maintain communications with neighboring state's and Canadian Provinces, as appropriate.

Request for Federal Assistance:

- ❒ Serves as the state's primary representative for requesting federal assistance through FHWA.

Coordination with Communications and Public Involvement:

- ❒ In consultation with the Executive Management Team and the Communication and Public Involvement Director, directs that the appropriate emergency/disaster public information actions be implemented using the best and most complete methods of dissemination. Approves the issuance of press releases.

General Description of Responsibilities

Assists the Secretary in carrying out their responsibilities. In the absence of the Secretary, assumes the Secretary's responsibilities.

- ❒ Deputy Secretary for Operations

- ❒ Deputy Secretary for Policy

Chapter 5 — Emergency Operation Center Supervisor
Emergency Operation Center Checklist

General Description of Responsibilities

Responsible for overseeing the Department Emergency Operation Center (OSC/EOC) activity to ensure appropriate response to an event. Ensure that necessary OSC/EOC functions are properly carried out and coordination between the OSC/EOC, Region, Aviation, and Ferries EOC, and SEOC is maintained.

Action Items

- ❒ Oversee activation of the OSC/EOC.
- ❒ Report to the Secretary when the OSC/EOC is activated.
- ❒ Delegate appropriate tasks to the Section Chiefs.
- ❒ Ensure that everyone maintains an individual log, to include telephone and activity actions for each position in the OSC/EOC, Attachment 1.
- ❒ Conduct functional briefings or updates approximately every two hours, or as necessary. Also, conduct a shift change briefing one-half hour before the actual shift change.
- ❒ Keep the Communications Supervisor apprised of the OSC/EOC communications needs based on current and projected activities.
- ❒ Provide input to the Communications and Public Involvement Director about the OSC/EOC activities.

General Description of Responsibilities

Responsible for overseeing the Operations Section, ensuring that all operational and checklist functions are being carried out.

Action Items

- ❒ Report to Emergency Operation Center Supervisor.
- ❒ Establish and maintain an individual log of actions taken during the event, and ensure that the Operations Section staff does the same.
- ❒ Ensure that the Operations Section is set up and adequately staffed.
- ❒ Coordinate requests for resources with the Planning and Logistics Section Chiefs and ensure that up to date information is posted on the appropriate status boards.
- ❒ Ensure that plans for the return of materials and resources are made as the emergency/disaster de-escalates.
- ❒ Assign Operational staff to maintain continuous telephone contact with the affected Regions, Aviation, and Ferries. They will be responsible for ensuring the OSC/EOC has the most current information.
- ❒ Provide Olympia Service Center staff to support the affected region(s), as needed.
- ❒ Provide routine updates to the OSC/EOC Supervisor 15 minutes prior to the scheduled emergency operation center briefings.
- ❒ Perform other duties as assigned.

- ❒ Upon demobilization of the OSC/EOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Planning Section staff member(s). Pass these files on to the Administrative Section Chief.

General Description of Responsibilities

Responsible for carrying out the operations functions.

Action Items

- ❒ Report to the Operations Section Chief.
- ❒ Establish and maintain an individual log of actions taken during the event.
- ❒ Coordinate the deployment of resources in response to all requests, use the General Message Form.
- ❒ Report all significant activities to the Operations Section Chief.
- ❒ Maintain continuous telephone contact with the affected region(s) for status reports, updates and continuous flow of information between the OSC/EOC and the Region(s), Aviation, and Ferries. Region(s), Aviation, and Ferries will immediately contact the OSC/EOC and others, as appropriate, on significant changes.
- ❒ Post and maintain status boards.
- ❒ Perform other duties as assigned.

General Description of Responsibilities

Supervises the collection and analysis of data in order to anticipate potential needs or impacts, and recommend appropriate responses.

Action Items

- ❒ Report to the Emergency Operation Center Supervisor.
- ❒ Establish and maintain an individual log of actions taken during the event, and ensure that the Planning Section staff does the same.
- ❒ Coordinate the posting of information with the Operations Section Chief.
- ❒ Supervise activities of the Planning Section.
- ❒ Supervise the evaluation of incoming data (requests and reports). Immediately apprise the Emergency Operation Center Supervisor and the Operations Section Chief of any changes in conditions that may lead to a threat to transportation facilities, public health, and safety.
- ❒ Provide routine updates to the Emergency Operation Center Supervisor 15 minutes prior to the scheduled command center briefing.
- ❒ Perform other duties as assigned.
- ❒ Upon demobilization of the OSC/EOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Planning Section staff member(s). Pass these files on to the Administrative Section Chief.

General Description of Responsibilities

Responsible for collecting and analyzing data in order to anticipate potential needs or impacts, and recommend appropriate responses.

Action Items

- ❒ Collect and analyze data, and provide appropriate recommendations.
- ❒ Call the National Weather Service, or other appropriate sources, for current weather conditions at the emergency/disaster site. Maintain a periodic schedule of weather update reports, and post this information.
- ❒ Perform other duties as assigned.

Chapter 10 — Administration Section Chief Emergency Operation Center Checklist

General Description of Responsibilities

Responsible for OSC/EOC staffing, scheduling shift changes, and managing the financial and record-keeping aspects of the OSC/EOC emergency/ disaster response.

Action Items

- ❒ Report to the Emergency Operation Center Supervisor.
- ❒ Establish and maintain an individual log of actions taken during the event.
- ❒ Develop a staff availability list and then establish an initial staffing pattern for 24 hour a day OSC/EOC shift coverage for the duration of the event.
- ❒ Continually assess the adequacy of the OSC/EOC staffing, obtain additional staffing, or reduce staffing, as needed.
- ❒ In coordination with the Emergency Operation Center Supervisor, establish a routine shift change schedule and briefing schedule.
- ❒ When the OSC/EOC is activated, as each new shift assumes its duties, prepare a list of OSC/EOC personnel by functional position and telephone numbers. Provide list to Executive Management Team and each region.
- ❒ Ensure that messages are logged correctly for tracking and documentation purposes.

- ❒ Supervise the proper completion of all fiscal and administrative records to include:
  - ✳ OSC/EOC staff time sheets.
  - ✳ All payroll functions, including the issuance of proper coding instructions.
  - ✳ Purchasing, including direct billings or other financial arrangements for department staff who will be traveling, when needed. Use the *Chart of Accounts*.
  - ✳ Purchases of supplies, equipment, materials, or other resources to support the emergency/disaster response.
  - ✳ Tracking of equipment used or borrowed from other agencies to ensure their return at the end of the emergency/disaster.

- ❒ If necessary, assign responsibilities to additional staff personnel, and supervise and coordinate their activities.

- ❒ Perform other duties as assigned.

- ❒ Upon demobilization of the OSC/EOC, collect all status reports, situation analyses, forecasts, and individual log reports from Section Chiefs, Emergency Operation Center Supervisor, and Executive Management Team involved, and create a document book tabbed by function. Pass this book on to the Emergency Management Program Manager for record holding.

General Description of Responsibilities

Establish and maintain lists of personnel, supplies, and materials from federal, state, local governmental agencies and the private sector (Associated General Contractors) which might be required to support the emergency/ disaster.

Action Items

- ❒ Report to the Emergency Operation Center Supervisor.
- ❒ Establish and maintain an individual log of actions taken during the event, and ensure that the Logistics Section staff does the same.
- ❒ Ensure that there are enough supplies (pens, paper, etc.,) available in the OSC/EOC to support the activation.
- ❒ Coordinate the acquisition of these resources as they are needed for an emergency/disaster response, including transportation requirements for personnel, supplies, and materials.
- ❒ Maintain a list of the resources available for emergency/disaster response support.
- ❒ Brief the Emergency Operation Center Supervisor and Operations Section Chief on the status of resources that are in use and/or available for use.
- ❒ Coordinate meals for the OSC/EOC staff depending on duration of the activation.
- ❒ Coordinate the posting of information with the Operations Section Chief.

- ❒ If necessary, assign responsibilities to additional staff personnel, and supervise and coordinate their activities.

- ❒ Perform other duties as assigned.

- ❒ Upon demobilization of the OSC/EOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Logistics Section staff member(s). Pass these files on to the Administrative Section Chief.

Public Affairs Emergency Operation Center Checklist

General Description of Responsibilities

Responsible for serving as the primary point of contact for emergency/ disaster public information activities.

Action Items

- ❒ Report to the Emergency Operation Center Supervisor.
- ❒ Establish and maintain an individual log of actions taken during the event, and ensure that the Communications and Public Involvement staff does the same.
- ❒ Discuss emergency/disaster public information strategy with the Secretary, Emergency Operation Center Supervisor, and the Administrative Section Chief.
- ❒ Approve all final drafts of any department emergency/disaster public information documents before release.
- ❒ Ensure statements are coordinated with the OSC/EOC, regions, and SEOC before providing releases.
- ❒ Attend OSC/EOC briefings, providing information regarding media concerns and interest.
- ❒ Provide Public Information Officers to support the region(s), as requested.
- ❒ Ensure that regular statements are made to the media and that emergency/disaster instructions are provided to the public.

- ❒ Provide Public Information Officers to support the SEOC, as requested.

- ❒ Ensure that the Executive Management Team, OSC/EOC, regions, and the SEOC are provided with copies of all statements or documents released.

- ❒ If necessary, assign responsibilities to additional staff personnel, and supervise and coordinate their activities.

- ❒ Discuss de-escalation of the state emergency/disaster public information activities, as appropriate, with the Secretary, OSC/EOC Supervisor, regions, and the SEOC.

- ❒ Perform other duties as assigned.

- ❒ Upon demobilization of the OSC/EOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Communications and Public Involvement staff member(s). Pass these files on to the Administrative Section Chief.

General Description of Responsibilities

Responsible for ensuring that all communications capabilities necessary to support the OSC/EOC are functioning properly.

Action Items

- ❒ Report to the Emergency Operation Center Supervisor.
- ❒ Establish and maintain an individual log of actions taken during the event, and ensure that the Communications Section staff does the same.
- ❒ Ensure communications equipment is operational. Inform the Emergency Operation Center Supervisor of communications capabilities, needs, or problems.
- ❒ Provide communications support to the OSC/EOC, as requested.
- ❒ Provide communications support to the SEOC, as requested.
- ❒ Coordinate with the Telecommunications Manager, MIS Manager, Radio Manager, and LAN Administrator to ensure functional capability.
- ❒ If necessary, assign responsibilities to additional staff personnel, and supervise and coordinate their activities.
- ❒ Perform other duties as assigned.
- ❒ Upon demobilization of the OSC/EOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Communication Section staff member(s). Pass these files on to the Administrative Section Chief.

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Chapter 1 Introduction

Document Purpose

This document is a guide for implementing Washington State Department of Transportation (WSDOT) emergency management procedures. This guide describes how WSDOT personnel should respond to and manage emergencies resulting from natural disasters and technological incidents that impact the transportation system and associated physical plants. The guide further describes the organizational roles and responsibilities of WSDOT management in response to disasters and incidents.

The guide is not intended to be an emergency response plan, but rather provides the background documents needed during an emergency.

Background

The vast majority of incidents that impact the transportation system are regularly handled at the regional level. These incidents typically involve motor vehicles caught in accidents that have released gasoline or diesel fuel to the environment. Incident response trucks are available in several regions to provide traffic control at the scene.

However, when an extraordinary disaster occurs, such as a flood, fire, volcanic eruption, or earthquake, the need to properly manage local, state, and federal resources intensifies. When such a disaster occurs, the Military Department Emergency Management Division (EMD) activates the State Emergency Operation Center (SEOC), located at Camp Murray, in accordance with the Washington State Comprehensive Emergency Management Plan. In addition, local jurisdictions in the impacted areas activate their local EOC.

Each Regional Administrator and the Directors of Aviation and Ferries has been provided a copy of the Washington State Comprehensive Emergency Management Plan. This document describes WSDOT's role and responsibilities in support of the state SEOC. The emergency notification process is diagrammed in Exhibit 1-1. WSDOT Emergency Call Directory is included in Chapter 12.

Disaster Levels

This guide addresses Level II and III emergencies, which involve the coordination of local, state, and federal resources. Events that can result in Level II and III emergencies are described in Exhibit 1-2.

Level I

Level I incidents are isolated accidents that are routinely handled at the region level. These incidents may require region incident response teams or maintenance employees to provide traffic control at the scene and, in some instances, to assist the state patrol in clearing the roadway. WSDOT's *Incident Response Guide* provides information on responding to Level I incidents (TRAC GC8719, Task 24, September 1991).

Level II

Level II emergencies are situations that cannot be resolved with resources from the impacted region. These emergencies involve several agencies and may involve more than one region. WSDOT service center, region, and area command centers may be activated to respond to the emergency. Level II emergencies may require a proclamation of State of Emergency by the Governor and a request for a Presidential declaration of emergency or major disaster.

Level III

Level III emergencies are catastrophic events that require massive amounts of resources from local, state, and federal governments. The state Emergency Operation Center is activated to coordinate emergency management and response operations of state agencies. The Department Emergency Operation Center (OSC/EOC) is activated to coordinate WSDOT operations. Level III emergencies involve a proclamation of State of Emergency by the Governor and a Presidential declaration of emergency or major disaster.

Exhibits

Exhibit 1-1: Emergency Notification Process

Exhibit 1-2: Hazard Analysis

Exhibit 1-1: Emergency Notification Process

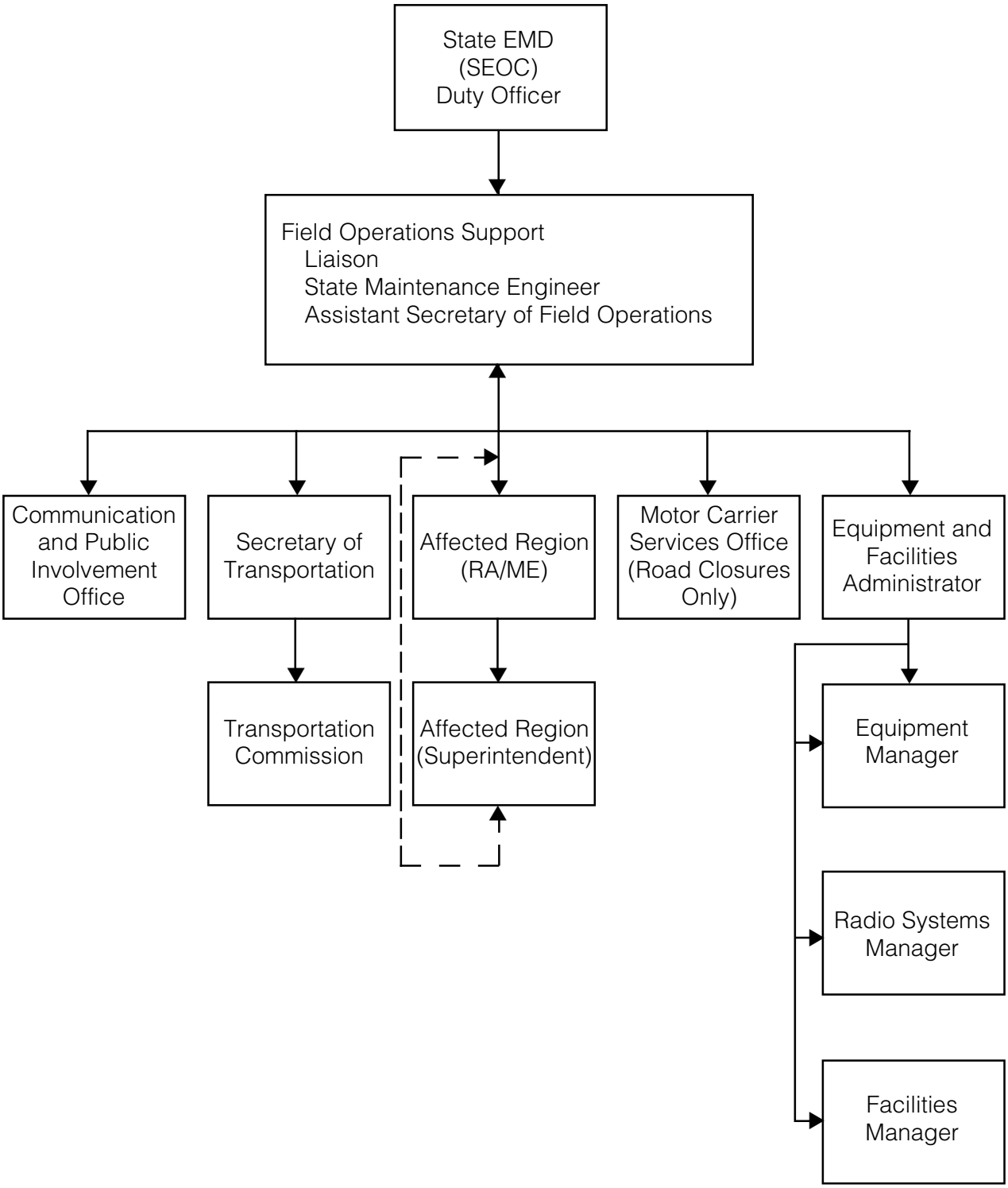

Exhibit 1-2: Hazard Analysis

This hazard analysis is specifically designed to provide WSDOT with information regarding the potential effects of existing hazards to the transportation system. The natural and human-caused hazards in the following list of are capable of producing Level II and Level III emergencies in Washington State.

Natural Hazards	Human-Caused Hazards
Avalanches	Chemical Stockpile Incineration
Earthquakes	Dam Failures
Forest Fires	Fixed Nuclear Facilities
Floods	Hazardous Materials Incidents
Landslides	Nuclear War
Severe Local Storms	Search and Rescue Emergencies
Tsunamis	Y2K
Volcanic Eruptions	

Natural Hazards

Avalanches

Avalanches in the state's mountainous areas are common during the winter. Often, avalanches occur on mountain highways, prompting WSDOT to undertake snow removal operations. The department may also be requested to assist in search and rescue operations.

The avalanche season begins in November and usually continues into June or July. In the high alpine areas of the Cascade and Olympic mountain ranges, the threat of avalanches continues throughout the year. One reason avalanches present major hazards is that safety from avalanches has not played a significant role in the alignment or construction of mountain highways. The costs of removing avalanches from the state's six highways through the Cascade Mountain Range amount to roughly $300,000 each year.

Earthquakes

Each year more than 1,000 earthquakes are recorded in Washington. Of those, 15 to 20 cause ground shaking strong enough to be felt. Since 1840, 67 earthquakes have been recorded with a Richter Scale magnitude of 4.0 or higher. Figure 2-1 shows the location and magnitude of these earthquakes. Seismologists often refer to earthquakes of magnitude 5 as moderate, magnitude 6 as large, magnitude 7 as major, and magnitude 8 as great.

The eastern part of Washington State has historically been subject to infrequent, smaller earthquakes up to magnitude 6.0. The western part of the state has been subject to more frequent and larger earthquakes. Most of these earthquakes are believed to be the effect of the subduction of the Juan de Fuca plate beneath the North American plate (Figure 2-2). The largest earthquake proposed for Washington State would be caused by the sudden movement of these two plates past one another. The result could be an earthquake exceeding magnitude 8.0.

A major earthquake in the Puget Sound region would most likely cause severe damage to the state's transportation system. The 1989 Loma Prieta Earthquake in California provided a graphic reminder of the damage an earthquake could do to the transportation system. In the event of an earthquake of similar magnitude, WSDOT should expect to be involved in the following types of emergency response and recovery activities:

- Search and rescue operations.
- Debris removal.
- Roadway and bridge repairs.
- Personnel and equipment mobilization.
- Detour and road block establishment.
- Traffic regulation.
- Power restoration to traffic signals.
- Emergency response coordination with state and local agencies.

Forest Fires

Forest fires burn an average of 6,488 acres annually, resulting in a resource loss of about $2 million in Washington. The fire season typically runs from May through October. The Department of Natural Resources (DNR) may request WSDOT to provide heavy equipment for the suppression and control of forest fires. Forest fires may also require WSDOT to erect barricades and detours, implement traffic restrictions, and assist in evacuation and search and rescue operations.

Floods

Of all hazards identified for the state, Washington is most prone to flooding. The state is subject to three types of floods: (1) building floods from heavy, prolonged rain or melting snow; (2) flash floods from extremely heavy amounts of rain in a short period; and (3) wind-driven flood tides along coastal areas.

In 1990, flood waters completely covered sections of Interstate 5 near Chehalis. WSDOT operations included road repairs, road closures, and barricading. The department should also be prepared for sandbagging and possible search and rescue operations.

Landslides

Small landslides are a regular problem on many of the mountain highways and often require WSDOT to conduct cleanup activities. Larger slides can occur when dormant slide masses are reactivated by earthquakes or by heavy, prolonged precipitation. Large landslides over the Cascade Mountain passes can cause significant traffic disruption on the main mountain highways and may require substantial cleanup efforts by the department.

Severe Local Storms

Severe local storms include tornados, blizzards, snow, ice, hail, wind, and dust storms. The main effect of severe local storms is immobility. Roadways are closed, traffic accidents occur, and motorists are left stranded. Washington is subject to severe storms each year, particularly snow storms. For example, a severe snowstorm in 1990 left several inches of snow and ice on the roadways, affecting transportation in Seattle for several days.

In 1991, a severe dust storm on Interstate 5 near Bakersfield, California, caused a number of accidents involving dozens of automobiles and prompted officials to close a portion of the highway for two days. In Washington, the threat of dust storms is especially prevalent east of the mountains. These types of events may require WSDOT to undertake debris removal and incident response activities.

Tsunamis

Tsunamis are sea waves generated by the abrupt movement of large volumes of water during seismic activity. In 1964, a tsunami generated by the Alaska earthquake destroyed a small bridge across the Copalis River in Grays Harbor County and caused $115,000 in damage in Washington. No fatalities were reported in Washington; however, the tsunami killed 103 people in Alaska, 4 in Oregon, and 12 in California. A tsunami generated by a major earthquake between the Juan de Fuca and North America plates could create a large, local tsunami on the Washington coast. Another likely source area is the Shumagin Islands region of the Aleutians. Table 2-1 shows the sources and wave heights of previous tsunamis. A tsunami could cause damage to roadways and prompt the need for roadblocks and detour routes. For large tsunamis, evacuation of residents might also be needed.

Tsunami-Generating Earthquakes

Selected Tide Stations	Eastern Aleutian 1946 Ms 7.4	Kamchatka 1952 Mw 9.0	Central Aleutians 1957 Mw 9.1	Southern Chile 1960 Mw 9.5	Southern Alaksa 1964 Mw 9.2	Central Aleutians 1986 Mz 7.7s
Tofino, BC	1.9	2.0		4.6	8.1	
Neah Bay, WA	1.2	1.5	1.0	2.4	4.7	0.6
Crescent City, CA	5.9	6.8	4.3	10.9	13.0+	0.03
San Francisco, CA	1.7	3.5	1.7	2.9	7.4	

+ = Tide gage went off scale.

Source and Wave Heights of Past Tsunamis

Table 2-1

Volcanic Eruptions

The last catastrophic volcanic eruption occurred when Mount St. Helens erupted on May 18, 1980. The eruption released an amount of energy equivalent to the serial detonation of 27,000 Hiroshima-size bombs at a rate of nearly one per second for nine hours. The blast also sent a plume of ash 63,000 feet into the air, scattering ash over eastern Washington and into Idaho. After the eruption, WSDOT helped set up barricades, signs, and roadblocks. The department also helped remove ash from the roadways. The total cost of the response and recovery activities was over $1.1 billion, most of which was incurred by the federal government. The potential for a volcanic eruption still exists from five “active” volcanos: Glacier Peak, Mount Baker, Mount Hood, Mount Rainier, and Mount St. Helens. Federal, state, and local governments have written emergency response plans or hazard assessments for each of these volcanos. WSDOT should be prepared to mobilize heavy equipment, signs, barricades, and personnel should another volcanic eruption occur.

Human-Caused Hazards

Chemical Stockpile Incineration

Beginning April 30, 1997, the U.S. Army will incinerate chemical weapons at the Umatilla Army Depot in northeast Oregon. Although the army depot is located in Oregon, the hazard zone extends into the southeastern region of Washington State. WSDOT is currently involved with the State Emergency Management Division and the counties in developing an emergency preparedness plan for communities in southeast Washington to deal with the potential hazards associated with the destruction of these weapons.

Dam Failures

Dam failures can be caused by flooding, misoperation, poor construction, lack of maintenance, vandalism, terrorism, or earthquakes. One incident occurred in 1965 when the Lake Marcel Dam failed and released most of the lake and a large volume of dam material through a ruptured outlet conduit. The water and debris temporarily closed a section of SR 203. Some 970 private and federally owned or licensed dams are in Washington, many of them more than 50 years old. The Department of Ecology has warned that failure of dams could occur about once every two years based on the current dam inspection program. Significant damage and possible destruction of some roads and bridges could occur from such a failure.

Fixed Nuclear Facilities

The most significant accident involving a fixed nuclear facility in the United States occurred at the Three-Mile Island in Pennsylvania. Small amounts of radioactive material were released from the power plant. In Washington, potential for radioactive release exists from three fixed nuclear facilities:

1. U.S. Navy nuclear propulsion reactors at Bangor and Bremerton.
2. U.S. Department of Energy Reactor.
3. WPPSS Hanford power reactors.

The occurrence of a radioactive accident would necessitate immediate evacuation of the general population. WSDOT might be requested to assist in establishing evacuation routes and setting up roadblocks and detours. Based on the Department of Health, Radiological Monitoring Program, the department could implement emergency hgihway traffic regulations, if the level of radiative particles were high enough to endanger the traveling motorist.

Hazardous Material Incidents

Hazardous materials include petroleum products, chemicals, radioactive substances, and other poisonous or flammable substances. Dangerous substances are continuously being transported through the state by trucks and trains. Most hazardous material incidents are transportation related and involve petroleum products. A hazardous material emergency can occur in any place, at any time, with no advance warning. Hazardous material accidents can range from isolated, minor incidents to full-scale disasters. WSDOT is primarily involved in hazardous material accidents that occur on the highways. The department is responsible for providing traffic control and regulation at the accident scene. The department may also be requested to provide assistance to other agencies at the scene, such as the fire department or the state patrol.

Nuclear War

The most devastating disaster that could happen to humankind is nuclear war. The occurrence of a nuclear war could result in millions of casualties and thorough destruction of the transportation network, immobilizing all essential services. Although the threat of nuclear war has subsided over the past few years, nuclear war is perhaps the most significant hazard in emergency transportation planning. The past threat of nuclear war increased awareness of the need for emergency transportation planning and prompted the establishment of many of the emergency transportation planning documents in use today. Concepts that were originally intended for response after a nuclear war were adopted and modified for other human-made and natural disasters.

Search and Rescue Emergencies (SAR)

Search and rescue emergencies involve looking for and saving those who have been lost, injured, disoriented, or killed as a result of a natural or human-caused disaster such as an avalanche, snowstorm, flood, forest fire, automobile accident, or aircraft accident. WSDOT is obligated to provide assistance for SAR operations when requested by other agencies.

Year 2000

The Y2K emergency is unique in that the date is already known and that it is human-made in nature. See Annex DE &2K Contingency Plans.

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Chapter 2 WSDOT Authority and Responsibilities

List of Authority and Responsibilities

During natural and human-caused emergencies, WSDOT has statutory authority and subsequent responsibility to perform the following tasks:

1. Exercise all the powers and perform all the duties necessary for the protection of state highways.

    a. Perform all duties necessary to plan, locate, design, construct, improve, repair, operate, and maintain state highways, bridges and other structures, culverts, drainage facilities, and channel changes.

    b. Allow or disallow bills for any work or services performed for materials, equipment, or supplies furnished.

    c. Remove or take actions to reduce the hazard of any structure, device, or natural or artificial thing declared to be a public nuisance that exists upon the right of way of any state highway or off the right of way sufficiently close to the highway and that tends to endanger the traveling public.

    d. By authority of the Secretary of Transportation, close or restrict any portion of any state highway whenever the condition of any state highway is such that for any reason its unrestricted use or continued use will greatly damage that state highway.

2. Provide assistance to designated hazardous materials incident command agencies upon request of a representative of the agency.

3. Provide assistance to the Washington State Patrol and local law enforcement activities at the emergency site.

    a. Provide vehicle traffic control.

    b. Provide access control.

    c. Provide assistance in rerouting vehicle traffic around or away from the affected area.

    d. Provide equipment (with operators) and materials as needed.

4. Provide a service center representative to the State Emergency Operations Center (SEOC).

5. Provide air or ground transportation for state personnel.

6. Support the functional role of WSDOT outlined in the Washington State Comprehensive Emergency Management Plan upon request of the EMD. (Exhibit 2-1: Transportation Response Coordination)

    a. Determine the usable portions of the state highway network.

    b. Reconstruct, repair, and maintain state highways, bridges, and alternative routes, and coordinate the mobilization of personnel and equipment required for emergency engineering services as they relate to state highways.

    c. Maintain liaison with the Washington State Chapter of the Associated General Contractors of America and with construction and equipment rental companies.

    d. Provide initial damage assessment estimates on state and local highway facilities (both on and off the federal aid system) as a member of the Preliminary Damage Assessment (PDA) Team.

    e. Participate on Damage Inspection Report (DIR) teams to inspect both functionally classified and nonfunctionally classified highways damaged by a disaster.

    g. Conduct aerial reconnaissance and photographic missions.

    f. Coordinate emergency air transportation for personnel and essential supplies.

    h. Provide damage estimates on public and private airports as a member of the PDA Team.

    j. Provide communications resources in support of statewide emergency operations.

    k. Provide radiological monitoring at region facilities and from mobile units.

7. Provide public information personnel to support state emergency public information activities as directed.

8. Utilize rest stops to support evacuation.

9. Support reentry and/or recovery operations within the role of WSDOT.

10. Serve as primary lead state agency for Emergency Support Function #1 (ESF-1), as defined in the Federal Response Plan.

References

RCW 38.52, Emergency Management

RCW 47.01.260, Authority of the Department

RCW 70.136.050, Good Samaritan Law

Washington State Comprehensive Emergency Management Plan

WSDOT Emergency Response Procedures

Exhibits

Exhibit 2-1: Transportation Response Coordination

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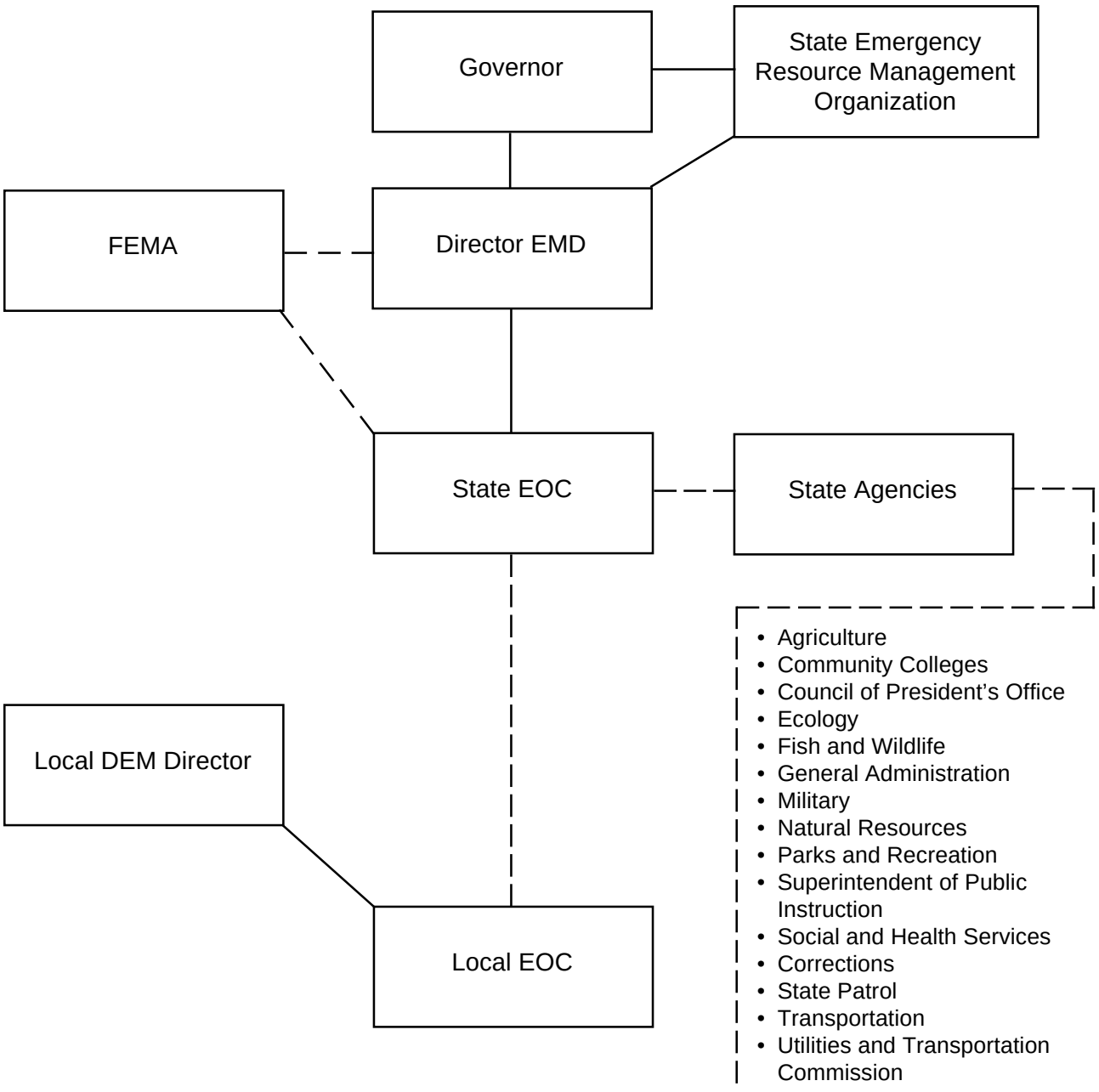
Exhibit 2-1: Transportation Response Coordination



Chapter 3 WSDOT Personnel Responsibilities

Emergency Delegation of Authority

When the Secretary is unable to perform the Secretary's duties and unforeseen circumstances preclude the Secretary from formally designating in writing another official to assume them, all responsibilities and authorities of the Secretary that may be properly delegated are delegated to the department official highest on the following list who is able to exercise them at the Olympia Service Center:

1. Deputy Secretary for Operations
2. Deputy Secretary for Policy
3. Assistant Secretary, Field Operations Support
4. Assistant Secretary, Environmental and Engineering
5. Assistant Secretary, Finance and Administration
6. Assistant Secretary, Planning and Programming
7. Assistant Secretary, Highways and Local Programs
8. Northwest Regional Administrator
9. Olympic Regional Administrator

References

ID 01-03, Emergency Delegation of Authority (July 1, 1994)

Olympia Service Center Responsibilities

Secretary of Transportation

1. Declare all emergencies that require the authority of the Secretary.
2. Provide information to the Transportation Commission.
3. Respond to the disaster in accordance with the Commission's guidance and established department policy.

Deputy Secretary, Operations

1. Act on behalf of the Secretary of Transportation during the Secretary's absence or as directed by the Secretary.

Deputy Secretary, Policy

1. Act on behalf of the Secretary of Transportation during the Secretary's and Deputy Secretary for Operations absence or as directed by the Secretary.

Assistant Secretary, Field Operations Support

1. Maintain contact and provide incident information to the Secretary and the Deputy Secretaries.
2. Respond to disasters in accordance with the Secretary's guidance and established department policy.
3. Provide direction for response and damage assessment operations on highways and on the functionally classified system.

State Maintenance Engineer

1. Serve as the primary point of contact with Regional Administrators, Regional Operations Engineers, Liaison Officer, and Assistant Secretary for Field Operations Service Support Center (FOSSC)
2. Assign Emergency Management Program Manager, or another liaison, to the State Emergency Operations Center (SEOC).
3. Inform the Assistant Secretary, Field Operations Support of incident status.
4. Manage OSC Emergency Operations Center.
5. Prioritize transportation lifelines to be maintained or reconstructed.
6. Determine the resources (equipment and personnel) available for emergency response operations and assign resources to the impacted areas. Notify Regional Administrators and/or Regional Maintenance Engineers outside the impacted area if resources are needed from other regions, aviation division, and Ferry System.
7. Maintain the current status of all highways in the impacted areas.
8. Identify and assess communication lines available during emergency operations.
9. Record all data regarding damage location and estimated cost repair.
10. Develop 24-hour staffing schedule for WSDOT personnel at the OSC EOC and SEOC.
11. Coordinate the use of rest areas with Regional Maintenance Operations Engineers to support evacuation.

Emergency Management Program Manager

1. Serve as the primary point of contact with the State Emergency Management Division (EMD).
2. Report to the SEOC and manage WSDOT emergency operation when requested by the EMD.
3. Advise the EMD of the disaster policies and capabilities of WSDOT.
4. Provide the SEOC with status reports of WSDOT field operations.
5. Provide incident information to the Secretary of Transportation through the office of the State Maintenance Engineer and the Assistant Secretary, Field Operations Support.
6. Coordinate aviation service requests with Aviation Director.
7. Coordinate marine service requests with Washington State Ferries Director.
8. Coordinate rail service requests with Public Transportation Rail Director.
9. Coordinate public transportation services requests with Public Transportation and Rail Director.
10. Manage recovery activities with FHWA, with Assistant Secretary, Highways and Local Programs.
11. Manage recovery activities with FEMA, with Assistant Secretary, Field Operations support.

Aviation — Aviation Director

1. Coordinate aviation services resulting from a declared emergency.

Aviation — Aviation Program Manager

1. Maintain contact with the State Maintenance Engineer.
2. Maintain contact with the Emergency Management Program Manager.
3. Perform disaster operations assigned to aviation.
4. Coordinate emergency reconnaissance and photographic missions of aviation aircraft.
5. Brief pilots on the nature of the missions.
6. Report the results of emergency missions to the State Maintenance Engineer and Emergency Management Program Manager.

Aviation — Liaison

1. Provide notification support within aviation.
2. Coordinate emergency air transportation for personnel and essential supplies.
3. Coordinate the requests from the State Maintenance Engineer and/or the Emergency Management Program Manager for aircraft support with the appropriate aviation personnel and other state and federal agencies.
4. Coordinate aerial reconnaissance and photographic missions.
5. Coordinate damage assessment operations on public and private airports and provide damage estimates to the (PDA) Team.

Highways and Local Programs — Assistant Secretary, Highways and Local Programs

1. Coordinate the activities of the PDA teams and Damage Survey Report (DSR) teams to inspect damaged highway facilities both for functional classified and nonfunctional classified roads. (Teams are composed of federal, state, and local engineers.)
2. Record and report data regarding damage locations, surveys, descriptions, and estimated cost to the EMD Public Assistance Administrator. (Data will be provided by reports from Regional Highways and Local Programs Engineer.)
3. Upon completion of on-site damage assessments, submit official damage estimates to the FHWA.
4. Maintain contact with the EMD and FHWA.
5. Coordinate damage reports with the State Maintenance Engineer and the Emergency Management Program Manager.
6. Program local agency emergency response funds with FHWA.

Construction — State Construction Engineer

1. Assist the regions in maintaining liaison with the Washington State Chapter of the Associated General Contractors of America when requested by the regions.
2. Maintains liaison with construction and equipment rental companies when requested by the regions.

Equipment — Equipment and Facilities Administrator

1. Coordinate and direct the activities of the Equipment and Facilities Office.

Equipment — Transportation Equipment Manager

1. Maintain a statewide inventory of all equipment available for emergency response and recovery operations.
2. Locate available equipment through coordination with Region Maintenance Superintendents and Supervisors.
3. Assist regions the State Maintenance Engineer, and the Emergency Management Program Manager in locating and obtaining resources (refer to Chapter 5, Resources).

Communication — Radio Systems Manager

1. Provide communication resources and support such as communications engineering, personnel, and equipment to support statewide emergency operations.
2. Coordinate communication capabilities with the EMD and the State Maintenance Engineer, and the Emergency Management Program Manager.
3. Maintain the survivability of or make repairs to the communication system.

Public Affairs — Communications and Public Involvement Director

1. Provide information to the media and the public concerning the status of the disaster and the condition of the transportation system.
2. Support the state Emergency Public Information Officer at the SEOC.

Region Responsibilities

Regional Administrator

1. Respond to the emergency.
2. Establish the Region Emergency Operations Center, if needed, to coordinate and supervise emergency operations within the region.
3. Maintain communications with the State Maintenance Engineer, and the Emergency Management Program Manager .
4. Coordinate activities for assigning detours and removing debris from the roadway.
5. Coordinate personnel and equipment for emergency engineering functions, including plans, specifications, and cost estimates.
6. Perform procedures necessary for accomplishing emergency repair work (refer to Chapter 4, Emergency Declarations and Emergency Work).

7. Maintain liaison with the Washington State Chapter of the Associated General Contractors of America.
8. Provide available personnel and equipment to other regions if requested.
9. Report initial damage surveys, including location, description, and estimated cost of the damage, to the State Maintenance Engineer and the Emergency Management Program Manager.
10. Assign personnel as members of the PDA Team upon request by the EMD Public Assistance Coordinator.
11. Assist representatives from the FHWA in determining the magnitude of the damage caused by the disaster.
12. Review the Emergency Response Checklist (refer to Exhibit 3-1).

Regional Maintenance Engineer

1. Establish the Region Emergency Operations Center at the region office or at an area office when requested by the Region Administrator.
2. Serve as Emergency Program Coordinator for the region.
3. Report all highway conditions to and maintain communication with the Regional Administrator, the State Maintenance Engineer, and the Emergency Management Program Manager.
4. Recommend emergency response strategies to the Region Administrator.
5. Provide assistance to the Regional Administrator on emergency response coordination and operations.
6. Evaluate preliminary disaster information and determine the extent of damage.
7. Determine the resources (equipment and personnel) available for emergency response operations.
8. Assign resources to impacted areas.
9. Coordinate services required for performing road repairs and implementing traffic control devices (such as signs and barricades).
10. Coordinate mobilization of roadway and bridge maintenance personnel and equipment.
11. Coordinate emergency traffic control.
12. Coordinate emergency inspection for roadway safety and structure integrity.

13. Coordinate detour assignments with Regional Traffic Systems Engineer.
14. Maintain liaison with local construction and equipment rental companies.
15. Coordinate equipment rentals with the Regional Equipment Superintendent.
16. Under direction from the Assistant Secretary, Operations Support, serve as a member of the PDA Team and provide initial damage assessment estimates for the functional classified roads.
17. Review the Emergency Response Checklist (refer to Exhibit 3-1).

Highways and Local Programs — Regional Highways and Local Programs Engineer

1. Perform a preliminary damage assessment for local highways with local and federal officers.
2. Serve as the primary point of contact for a preliminary damage assessment between WSDOT and local agencies.
3. Report initial damage surveys, including the location, description, and estimated cost of the damage, to Olympia Service Center Highways and Local Programs.

Communication — Radio Operations Supervisor

1. Activate emergency communication systems as necessary.

Construction — Regional Construction Engineer

1. Coordinate mobilization of construction and contractor personnel and equipment.
2. Maintain liaison with construction and equipment rental companies and with the Washington State Chapter of the Associated General Contractors of America.

Development — Development Engineer

1. Coordinate emergency engineering functions, including plans, specifications, and cost estimates.

Equipment — Regional Equipment Superintendent

1. Report to the Region Emergency Operations Center if possible, or maintain communication with the Regional Maintenance Engineer at the Region Emergency Operations Center.
2. Maintain a region-wide inventory of available equipment and equipment operators for emergency response and recovery operations.

3. Locate available equipment through coordination with Regional Maintenance Superintendents or Area Supervisors.
4. Coordinate activities to provide available equipment to impacted areas.
5. Review the Emergency Response Checklist (refer to Exhibit 3-1).

Maintenance — Maintenance Superintendents

1. Take appropriate actions for emergency response operations. (Refer to Chapter 4, Emergency Declaration and Emergency Work, and Chapter 8, Emergency Procedures for Maintenance Personnel.)
2. Maintain an inventory of available equipment at area offices for use in emergency response and recovery operations.
3. Maintain communication with the Regional Maintenance Engineer and the Region Equipment Superintendent at the Region Emergency Operations Center.
4. Review the Emergency Response Checklist (refer to Exhibit 3-1).

Public Affairs — Regional Public Affairs Officer

1. Provide information to the Olympia Service Center Communications and Public Involvement Office.
2. Provide information to the media and the public.

References

CALTRANs Emergency Management Plan (Olympia Service Center and Region)

Region Emergency Operating Procedures (see Chapter 13)

Exhibits

Exhibit 3-1: Emergency Response Checklist

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Exhibit 3-1: Emergency Response Checklist

Event _____ **Date** _____

Incident _____ **Date** _____ **Time** _____

Tasks

Location

Region _____ Area _____ Control Section _____ Facility _____

State Route _____ Mile Post _____

EB _____ WB _____ NB _____ SB _____

Description _____

_____

Damage Assessment _____

Date/Time Road Closed _____ Road Opened _____

Reporting

Are communication links operable?
Contact (Use call out list as found in Region Procedure or Chapter 12).
Regional Administrator.
Maintenance Engineer.
Area Superintendent/Supervisor/Maintenance Lead Tech.
Olympia Service Center State Maintenance Engineer/Emergency Management Program Manager.
Emergency Management Division (1-800-258-5990 or 438-8639).
Department of Ecology (If hazardous material is involved).
Establish command center at Region/Area/Section Office.
Establish point of contact.

Response

Is traffic control required?
What type of barricades/signing are required?
Is support equipment available?
Are there sufficient state forces available? Establish work shifts.
Is there sufficient material available?
Is there sufficient fuel available?
Are the fuel pumps operable?
Is emergency power available to operate radios, fuel pumps, etc.?
Contact adjacent regions for assistance as necessary.
Consider disposition of debris (hazardous material/construction debris).

Remediation

Repair

Roadway _____ Roadside _____ Bridge _____ Facility _____

On right of way _____ Off right of way _____

State forces _____ Contract forces _____

Damage Estimate _____

Records

Establish DM work orders immediately to capture costs.

Misc.

Injuries _____

Hazardous Material _____

Debris Disposal Location _____

Other _____

Procedures for emergency declarations and emergency work are contained in the *Emergency Procedures Manual* (M 30-14). This chapter outlines that manual.

Definition of an "Emergency"

The Washington State Department of Transportation (WSDOT) defines an emergency as follows:

> *An unexpected, serious situation caused by an accident, natural disaster, or other unforeseen occurrence that has placed an existing state highway or a department-controlled property (real or personal) in jeopardy or has rendered the highway impassable in one or both directions and that requires prompt reconstruction, repair, or other work.*

An emergency may or may not lead to a proclamation by the Governor of a State of Emergency. For the purposes of WSDOT actions, the term "Emergency Declaration" is not related to a proclamation of emergency made by the Governor.

Emergency declarations are necessary under the following conditions:

1. State forces are used to respond and the cost at a location will exceed $50,000 (maximum of $80,000) for construction work and limited maintenance work.

2. One of the three emergency contracting procedures listed below is needed:

Force Account Contract 30 Days or Less	Contract Without Bid 30 Days or Less	Contract With Bid Without Advertisement
RCW 47.28.170	RCW 47.28.170	RCW 47.28.170

Authority for Emergency Declarations

The following WSDOT personnel are authorized to make emergency declarations:

1. Maintenance Superintendent and designee(s) for the Directors of Aviation and Ferries:

   - When the preliminary repair estimate to provide the work does not exceed $80,000 including sales tax, this also applies to property owned or used by a headquarters organization.

2. Regional Administrators and Directors for Aviation and Ferries may declare emergencies if:

    - The engineering estimate to provide the initial work in resolving the incident exceeds $80,000.

Note: For emergency declarations that exceed $200,000, the Secretary or designee will brief the Transportation Commission at its next regularly scheduled meeting, or as soon as practical.

Procedures for Emergency Declarations

1. Each declared emergency is recorded on DOT Form 540-021EF (see Appendix 1). The form is signed by the declarer and forwarded to the Olympia Service Center Emergency Management Program Manager for Distribution.

2. For each declared emergency, a specific project title is given and a Disaster Maintenance (DM) or K__ work order is established (see Exhibit 4-1). This title and DM work order number are utilized throughout all subsequent work phases and communications concerning the emergency. For widespread emergencies, more than one work order may be established. In that event, titles identify the work orders that are part of the same emergency. (A DM work order should be established to track expenditures during disasters even if an emergency declaration is not necessary.)

4. Incidents that are judged to be an emergency should be reported as described in Table 4-1.

Declaring Emergencies

Table 4-1

Procedures

Action By	Action
Maintenance Superintendent and Designee(s) for the Directors for Aviation and Ferries	1. Prepare declaration of mergency using DOT Form 540-021X, emergency work under $80,000 and related to transportation facilities. 2. Send Form to OSC Emergency Management Office by the next working day.
Regional Administrator and Directors for Aviation and Ferries, or designee	1. Prepare declaration of mergency using DOT Form 540-021X, emergency work over $80,000 and related to transportation facilities. 2. Send Form to OSC Emergency Management Office by the next working day.

Note: OSC Emergency Management office will make distribution of the Emergency Declaration Form; Transportation Commission Administration, Secretary of Transportation, OSC Communications and Public Involvement Office, Assistance Secretary for Finance and administration, Assistant Secretary for Highways and Local Programs, OSC Program Management, OSC Records Control, OSC State Maintenance Engineer, and to State Military Department (Emergency Management Division).

Olympia Service Center Field Operations Support

The Emergency Management Program Manager will:

1. If the situation could possibly qualify as a State of Emergency according to the Washington State Comprehensive Emergency Management Plan, notify the following agencies:

   a. Military Department, Emergency Management Division.

      Phone: In-State: 1-800-258-5990

   b. Federal Highway Administration concerning a possible Letter of Intent on the day the situation begins or as soon as possible, but no later than 48 hours.

2. Coordinate the Office of the Secretary's briefing on contracts over $200,000 with the Transportation Commission at its next regularly scheduled meeting.

Methods for Hiring Contractors

For repairs resulting from a major disaster, WSDOT is authorized to accomplish emergency work using the options listed in Table 4-2.

Engineer's Estimate of Cost of Tempoary Repair	**Use of State Forces** **RCW 47.28.030**	**Force Account Contract 30 Days or Less** **RCW 47.28.170**	**Contract Without Bid** **RCW 47.28.170**	**Contract With Bid Without Advertisement** **RCW 47.28.170**
$80,000 and under (Maintenance Superintendent and Designees for the Directors of Aviation and Ferries declares emergency).	Yes	Yes Region Level Contract with prequalified contractor.	Yes Regional Level Contract with prequalified contractor.	Yes Regional Level Contract with prequalified contractor.
$80,000 and over (Regional Aministrators and the Directors for Aviation and Ferries or their designee declares emergency).	Yes with limitation State forces can be used up to $80,000 of the cost of the total project.	Yes Region Level Contract with prequalified contractor.	Yes Regional Level Contract with prequalified contractor.	Yes Regional Level Contract with prequalified contractor.

Emergency Work Hiring Options

Table 4-2

State Forces

Emergency construction work may be accomplished with state forces when the estimated cost is less than $50,000. However, if the delay of such work would jeopardize a state highway or constitute a danger to the traveling public, the work may be done by state forces when the estimated cost is less than $80,000. Emergency maintenance work does not have a dollar limitation provided that work has been routinely performed by state forces in the past. Emergency maintenance work that was contracted out prior to 1979, then state force work is restricted to the $50,000 and $80,000 limitations. When WSDOT decides to use state forces, it must record the reasons for their use (RCW 47.28.030).

Force Account Contract and Contract Without Bid

Whenever the department finds a need to protect a highway facility from imminent damage or to perform emergency work to reopen a highway facility, the department is authorized to contract for such work on a negotiated basis not to exceed force account rates for a period not to exceed 30 working days (RCW 47.28.170).

Contract With Bid Without Advertisement

Whenever the department finds that as a consequence of an accident, natural disaster, or other emergency, a state highway is in jeopardy or is rendered impassible in one or both directions, and it finds that prompt reconstruction, repair, or other work is needed to preserve or restore the highway for public travel, the department is authorized to obtain at least three written bids for the work without publishing a call for bids and to award the contract to the lowest responsible bidder (RCW 47.28.170).

Prequalifications for Contractors

Any person, firm, or corporation awarded a contract for work must be prequalified pursuant to RCW 47.28.070 and may be required to furnish a bid deposit or performance bond. RCW 47.28.070 requires that all bidders answer the questions contained in the standard questionnaire and financial statement. The financial statement must include a complete account of the financial ability and experience of the bidder in performing state highway, road, or other public work. Furthermore, to obtain a contract proposal form, a person, firm, or corporation must meet all of the following requirements:

1. Have adequate financial resources or the ability to secure such resources.
2. Demonstrate the necessary experience, organization, and technical qualifications to perform the proposed contract.
3. Be able to comply with the required performance schedule, taking into consideration all of its previous business commitments.

4. Have a satisfactory record of performance, integrity, judgment, and skills.

5. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Whenever WSDOT is not satisfied with the answers contained in the questionnaire and financial statement, or whenever WSDOT determines that the person, firm, or corporation does not meet all of the requirements listed above, WSDOT may refuse to furnish the person, firm, or corporation with a contract proposal form, in which case the bid proposal must be disregarded (RCW 47.28.070).

For additional prequalification information, contact Olympia Service Center Field Operations Support Pre-Contract Administration Office, Operations Division (705-7838).

Directives

The following provide further details for awarding contractors:

- IL 27-02, Region Level Contracts for Highway and Local Agency Region Ad and Award Construction Projects.
- D 51-30, Highway Maintenance, Region Level Contracts for Equipment Rental, Materials, Supplies, or Operating Services Under $50,001.

References

IL 07-45, Emergency Declarations and Emergency Work

IL 27-02, Region Level Contracts for Highway and Local Agency Region Ad and Award Contracts

Directive D 51-30, Region Level Contracts for Highway Maintenance, Equipment Rental, Materials, Supplies, and Operating Services Under $50,001

Intra-Departmental Communication — Disaster Maintenance

Exhibits

Exhibit 4-1: Declaration of Emergency, DOT Form 540-021 EF

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Exhibit 4-1: Declaration of Emergency, DOT Form 540-021 EF

Washington State Department of Transportation

Declaration of Emergency

For the purpose of documenting the use of alternative bidding procedures under RCW 27.28.170 and estimating the costs of using State Forces for emergency work under RCW 47.28.170.

1. Date of Emergency	2. SR	3. MP Location/Limits	4. County
5. Preliminary Estimate: ☐ Up to $80,000 ☐ $80,000 to $200,000 ☐ $200,000 and Greater			6. Work Order No. (if known)

7. Cause and Description:

8. ☐ Maintenance Superintendent* ☐ Director, Regional Administrator or Designee** ☐ Secretary of Transportation or Designee***	9. Signature
	10. Date

** Projects for $80,000 or less can be authorized by the Maintenance Superintendent.*
*** Over $80,000 requires authorization by the Regional Administrator.*
**** $200,000 and over requires review with the Transportation Commission by the Secretary of Transportation or designee.*

1. Record the beginning date of the project.
2. Record the State Route (SR) number affected.
3. Record the mile post location.
4. Record the county the damage occurred in.
5. Check the appropriate box based on the preliminary estimate.
6. Record the work order number (DM, MS, etc.,) if known.
7. In brief narrative, explain the cause of the event, describe the damage and the need to use emergency procedures.
8. Check the appropriate box for the level of signature authority.
9. Signature of appropriate authority.
10. Date the declaration is signed.

Distribution: Original - Retained by Region; Copy - Olympia Service Center Office of Emergency Management

DOT Form 540-021 EF
Revised 4/99

◆ **Supersedes Previous Editions** ◆

WSDOT Equipment

Washington State Department of Transportation (WSDOT) equipment can be readily moved to other locations in the event of an emergency. Requests for equipment should be made to the Regional Equipment Superintendents. A list of Olympia Service Centers and Regional Equipment Superintendents has been provided in Chapter 12. Equipment requests within a region are handled by Maintenance Superintendents. Requests between regions are handled by Regional Operations Engineers. All equipment available to WSDOT is listed in the *Equipment Information System Manual*, M 13-01-07. Equipment listed in this document may be obtained by contacting Regional Equipment Superintendents. Lists of equipment by area and by region can also be obtained through the Olympia Service Center Field Operations Support Equipment and Facilities Office in Olympia.

Rental Equipment

Equipment from private rental equipment companies can also be used during emergencies. The following directives provide further information on using resources from private companies:

- *Emergency Procedures Manual* (M 30-14), Emergency Declarations and Emergency Work
- IL 27-02, Region Level Contracts for Highway and Local Agency Region Ad and Award Construction Projects
- D 51-30, Highway Maintenance, Region Level Contracts for Equipment Rental, Materials, Supplies or Operating Services Under $50,001

Upon receiving a request for rental equipment, the owner of the equipment may require evidence of self-insurance. This requirement may be satisfied with a copy of the letter in Exhibit 5-1. If the owner is not satisfied with this letter, a request for a Certificate of Insurance should be made to the manager of the Risk Management Office. Note that the self-insurance pool does not cover damages to the equipment itself.

State Agency Equipment

Military Department, Emergency Management Division

The use of other state agency equipment can be coordinated through the Military Department, Emergency Management Division (EMD).

Duty Officer
Emergency Management Division
1-800-258-5990 or (253) 912-4901

Sandbags

Sandbags can be obtained through EMD. These sandbags are only to be used in emergency situations. Requests for state sandbags should be made to:

Duty Officer
Emergency Management Division
1-800-258-5990 or (253) 912-4901

If more sandbags are needed, EMD will request them from the U.S. Army Corps of Engineers.

In addition to state and federal sandbags, sandbags may be obtained from the three sources below. (The telephone directory may reveal additional sources.)

Justus Bag Company, Inc.
East 11205 Trent
Spokane, WA 99206
(509) 924-8353 or 1-800-456-7878

Fisher Bag Company, Inc.
2301 South 200th Street
SeaTac, WA 98198
(206) 870-8816; emergency 24 hour (206) 937-3776

Department of Natural Resources

Heavy equipment belonging to the Department of Natural Resources (DNR) is primarily used to suppress and control forest fires. However, WSDOT may request DNR equipment for other emergency relief operations if the equipment is not being used. Requests for the loan of equipment should be made to:

Manager, Resource Protection Division
Department of Natural Resources
(360) 902-1300

Military Resources

The state may use military resources during designated natural and man-caused emergencies. However, military assistance can only be obtained if all state and local resources, including those in the private sector, have been committed, exhausted, or are inadequate for the task. They may then be obtained without a Presidential declaration of emergency or disaster (refer to Chapter 12, Federal Disaster Assistance). Military resources include the National Guard and the Department of Defense.

Obtaining Military Resources

The most expedient process for obtaining military equipment is to make a request through the State Maintenance Engineer or the Emergency Management Program Manager of the Olympia Service Center.

WSDOT State Maintenance Engineer
(360) 705-7851

WSDOT Emergency Management Program Manager
(360) 705-7857

The State Maintenance Engineer or the Emergency Management Program Manager will notify the Duty Officer at EMD. The Duty Officer then notifies the military liaison of the requests for military resources. If the State Maintenance Engineer or the Emergency Management Program Manager can not be contacted, direct requests can be made to EMD.

Duty Officer
Emergency Management Division
1-800-258-5990 or (253) 912-4901

National Guard

The National Guard's mission is to provide military support to civil authorities for the preservation of life, prevention of human suffering, and the restoration of public services, during state emergencies or on the order of the Governor. Support capabilities of the National Guard include the following:

- Roadblocks and traffic control.
- Mobile and fixed communication.
- Emergency evacuation (land/air).
- Perimeter security/quarantine.
- Delivery of supplies.

- Disaster search teams.
- Aerial reconnaissance.
- Civil disturbance operations (e.g., riots, protests).
- Emergency shelter.

Department of Defense

The Department of Defense (DOD) includes the U.S. Army, U.S. Navy, U.S. Air Force, and U.S. Marine Corps. Both the regular and reserve components of each branch are part of the DOD. The State National Guard does not become a part of the DOD until activated for federal duty by the President. The U.S. Coast Guard is a component of the Federal Department of Transportation but becomes part of the U.S. Navy during wartime.

DOD has adopted the following policy regarding its role in assisting state and local governments during peacetime civil emergencies:

1. The federal government will provide an orderly and continuing means of supplemental assistance to state and local governments in their responsibilities to alleviate the suffering and damage that result from civil emergencies.
2. Upon the declaration of a major disaster or emergency by the President, the Director of the FEMA, or their designees, the Associate Director for Disaster Response and Recovery, FEMA Regional Directors, and Federal Coordinating Officer may direct any federal agency to provide assistance to state and local governments by:
    a. Using or lending equipment, supplies, facilities, personnel and other resources;
    b. Distributing medicine, food, and other consumable supplies; and
    c. Rendering emergency assistance.
3. Use of DOD military resources in civil emergency relief operations must be limited to resources that are not immediately required for the execution of the military's primary mission.

Only equipment and supplies that DOD has declared surplus (i.e., that is not immediately required for military missions) may be loaned or donated to state and local governments. For major pieces of power equipment, such as bulldozers, cranes, or road graders, DOD will provide an operator unless the borrowing organization provides reasonable assurance that it has a qualified operator.

Without a Presidential declaration, DOD assistance can be obtained in the following cases:

- Lives are endangered and the needed military resources are available.
- A mutual aid agreement has been executed with local DOD commanders.
- Military Assistance to Safety and Traffic (MAST), Search and Rescue (SAR), or Explosive Ordnance Disposal (EOD) services are needed.

U.S. Army Corps of Engineers

The U.S. Army Corps of Engineers (USACE) is a functional branch of the U.S. Army. In the Pacific Northwest, the USACE is organized into region offices in Seattle, Walla Walla, and Portland. (The region offices are under the military command of the USACE North Pacific Division Commander in Portland, Oregon.) The primary function of the USACE in this region is flood fighting and flood mitigation activities. Flood fighting may include the following:

- Temporarily raising the height of levees with sandbags.
- Strengthening flood control works with armor rock.
- Evacuating people and livestock.
- Providing assembly of plants and supplies (e.g.,sandbags, plastic sheeting).
- Providing 24-hour technical assistance during the event.
- Removing logs, debris, and ice jams.

Region Offices

Emergency Management Branch

Seattle: (206) 764-3406
Portland: (503) 808-4400
Walla Walla: (509) 527-7141

References

Disaster Assistance Guide

DOD Directive 3025.1 — Use of Military Resources for Peacetime Civil Emergencies

Memorandum — Rental Equipment

Equipment Information System Manual, M 13-01-07

Directive D 51-30, Region Level Contracts for Highway Maintenance, Equipment Rental, Materials, Supplies, or Operating Services under $50,001

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Chapter 6 Emergency Operation Centers

State Emergency Operation Center (SEOC)

Location

The state Emergency Emergency Operation Center (SEOC) is located at Camp Murray. Communication to the SEOC is detailed in Exhibit 6-1.

Personnel

The SEOC is staffed by liaison coordinators from each state agency involved with the emergency recovery effort. The Director of the Emergency Management Division (EMD) coordinates the emergency management activities of the state agencies from the SEOC. The WSDOT Emergency Management Program Manager or the State Maintenance Engineer or designee serves as the liaison coordinator. WSDOT personnel will be requested to staff the facilities if additional support is needed.

Function

The SEOC serves as the central point for statewide coordination of emergency management and recovery efforts. It serves as the primary communications center for coordinating instructions among agencies. An Emergency Operations Center Organization Chart is included as Exhibit 6-2.

Service Center — Department Emergency Operation Center (OSC/EOC)

Location

The conference room in the Maintenance Office serves as the Departments of Emergency Operation Center. The office is located in Room 1C26 of the Transportation Building in Olympia.

Personnel

The Department Emergency Operation Center is staffed by Olympia Service Center Maintenance Office engineers and personnel who have not been assigned to the SEOC.

Function

The Department Emergency Operation Center is activated during a significant event that escalates over time, requiring a significant expenditure of resources. The main function of the center is to determine the status and conditions of the transportation system in the state following a disaster. This information should be relayed to the SEOC, as highway conditions will most likely affect statewide recovery efforts. The Department Emergency Operation Center may undertake several or all of the following activities:

- Identify and evaluate the availability and capacity of usable highways in the impacted region.
- Develop a state situation map showing damaged or destroyed highways and indicate which highways can be used as alternative routes.
- Inform the public and media of closed highways.
- Estimate traffic demand for essential movements for the entire highway network.
- Issue permits for the use of regulated highways and coordinate permit issuance and recognition with other states for interstate travel.
- Coordinate efforts to erect signs and barricades on restricted or closed routes.
- Inform all Region Emergency Operation Centers of regulated routes within their boundaries.

Region Emergency Operation Center (REOC)

Location

Region Emergency Operation Centers are located at region Maintenance Offices or other appropriate locations to facilitate communication among key personnel and utilize personnel and equipment at these offices. A list of Region Emergency Operation Center locations is provided in Exhibit 6-3.

Personnel

Region Emergency Operation Centers should be staffed with region office personnel to the greatest extent possible to maximize the number of maintenance personnel available for the field. The center should be established by the Regional Administrator and managed by the Regional Maintenance Engineer.

Function

Region Emergency Operation Centers are established at a region's discretion on the basis of the need for a central operation center within the region. The centers serve as staging areas and communications centers for coordinating instructions within the region and to the Department Emergency Operation Center. These centers can also be a point of contact with the press and the public. The Region Emergency Operation Center may undertake several or all of the following activities:

- Receive guidance and information from the Department Emergency Operation Center regarding emergency operations.
- Identify and evaluate the availability and capacity of usable highways within region boundaries.
- Complete periodic traffic reports of counts on major highways to determine whether the traffic volume is approaching the capacity of the highway.
- Develop a situation map showing damaged or destroyed highways in the region and indicate which highways can be used as alternative routes.
- Inform the Department Emergency Operation Center of all highway capacity reductions and closures within region boundaries.
- Inform the public and media of closed highways.
- Estimate essential traffic demand on the highways within the region. Coordinate efforts to erect signs and barricades on restricted or closed routes.
- Establish Area Emergency Operation Centers to assist in emergency operations.
- Coordinate emergency operations with other state, county, and city agencies in the area.

Area Emergency Operation Centers

Location

Area Emergency Operation Centers should be established at area offices in the regions impacted by the disaster and at area offices participating in emergency operations. During isolated incidents, Area Emergency Operation Centers should be established at area offices nearest the incident. The centers should be established and located at the region's discretion. A list of Area Emergency Operation Center locations is provided in Exhibit 6-3.

Personnel

Area Emergency Operation Centers should be staffed with office personnel to the greatest extent possible to maximize the number of maintenance personnel available for the field. The center should be managed by the Maintenance Superintendent or Supervisor.

Function

The primary function of Area Emergency Operation Centers is to assist Region Emergency Operation Centers in facilitating the movement of essential traffic. In some cases, only an Area Emergency Operation Center is set up and communications take place directly with Olympia Service Center. For isolated incidents and emergencies, response operations are initiated from these area centers. These centers may undertake the following activities:

- Receive guidance and information from the Region Emergency Operation Center regarding emergency operations.
- Maintain a situation map showing damaged or destroyed highways in the area and indicate which roads can be used as alternative routes.
- Assist the Region Emergency Operation Center in taking periodic traffic counts on major highways to determine whether the traffic volume is approaching the capacity of the highway.
- Assist the Region Emergency Operation Centers in emergency operations in the area.
- Notify the Region Emergency Operation Center when any changes or events affect emergency operations in the area.

Exhibits

Exhibit 6-1: Washington State Emergency Operation Center

Exhibit 6-2: WSDOT Emergency Operation Centers

Exhibit 6-1: Washington State Emergency Operation Center

Location:	Camp Murray, WA 98430
Telephone:	24-Hour Emergency 1-800-258-5990 or (253) 912-4901
CEMNET:	KOM 560, KOM 570, KOM 575, and KBI 807 45.20 mhz, 45.36mhz, 45.48mhz
ACCESS:	BK
NAWAS:	Washington Warning Point

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Exhibit 6-2: WSDOT Emergency Operation Centers

WSDOT Emergency Operation Centers

Department Emergency Operation Center	1C26 Transportation Building Olympia, WA 98504	(360) 705-7803
Bridge Design	4500 Third Avenue Lacey, WA 98504	(360) 705-7209
Bridge Preservation	2680 R.W. Johnson Road SW Olympia, WA 98504	(360) 664-9013
Aviation Emergency Operation Center	8900 East Marginal Way South Seattle, WA 98108	(206) 949-9366
Ferries Emergency Operation Center	Coleman Dock, Pier 52 801 Alaskan Way Seattle, WA 98014	(206) 515-3456

Region Emergency Operation Centers

	Northwest Region	North Central Region	Olympic Region	Southwest Region	South Central Region	Eastern Region
District Offices	15700 Dayton Avenue North Seattle, WA 98133 (206) 440-5012	1551 North Wenatchee Ave Wenatchee, WA 98807 (509) 667-2800	5720 Capitol Boulevard Olympia, WA 98504 (360) 357-2339	4200 Main Street Vancouver, WA 98668 (360) 750-4081	2809 Rudkin Road Union Gap Yakima, WA 98909 (509) 575-2566	North 2714 Mayfair Street Spokane, WA 99207 (509) 324-6534

Area Emergency Operation Centers

Area 1	512 Sunset Drive Bellingham, WA 98225 (360) 676-2100	1551 North Wenatchee Ave Wenatchee, WA 98801 (509) 667-2811	11211 41st Avenue SW Tacoma, WA 98449 (253) 589-7255	4000 Main Street Vancouver, WA 98668 (360) 905-2130	Route HC-60 Cle Elum, WA 98922 (509) 575-2827	North 12223 Division Spokane, WA 99218 (509) 324-6586
Area 2	1783 Cedardale Road Mount Vernon, WA 98273 (360) 428-1386	804 Basin Avenue North Ephrata, WA 98823 (509) 754-2056	8293 Spring Creek Road SE Port Orchard, WA 98366 (360) 895-4753	1411 Rush Road Chehalis, WA 98532 (360) 748-2181	900 East Selah Road Yakima, WA 98901 (509) 575-2593	Colfax, WA 99111 (509)324-6581
Area 3	709 North Broadway Box 627 Everett, WA 98206 (425) 339-1780	115 Rose Street Okanogan, WA 98840 (509) 826-7364	1707 South C Street Port Angeles, WA 98362 (360) 457-2713	103 Fifth Street Raymond, WA 98577 (360) 942-2092	1816 North Fourth Avenue Pasco, WA 99301 (509) 545-2202	1407 Morgan Street Davenport, WA 99122 (509) 324-6583
Area 4	26620 68th Avenue South Kent, WA 98031 (253) 872-6470		4801 Olympic Highway Aberdeen, WA 98520 (360) 533-9354	Highway 97 North Goldendale, WA 98620 (509) 773-4533	727 Wellington Avenue Walla Walla, WA 99362 (509) 527-4548	Colville, WA 99114 (509) 684-7434

Communication Systems

UHF Band 800 MHz System

The primary benefit of the 800 MHz System is emergency communications. The 800 MHz System should provide more effective emergency communication because one channel is designated for emergency communication. The system is capable of cross connecting with the Washington State Patrol (WSP) and other systems for direct, mobile-to-mobile communications. Each region will have 800 MHz units in place to allow for staff communication. Regions west of the Cascade Mountains will have a greater number of 800 MHz units to allow for the greater number of users.

Dedicated Intercom System

The dedicated Intercom System consists of a handset operated intercom with the appearance of a telephone located at each Regional Emergency Operations Center and at the OSC Emergency Operations Center. An intercom unit may also be located at strategic Modal Emergency Operations Centers and support EOCs. The equipment operates through the statewide backbone microwave system provided by the Washington State Patrol and microwave links provided by the Department of Transportation. The intercom system is largely independent of the switched public telephone system and will continue to operate without the support of commercially supplied electricity and the public telephone network. The system is to be used for communications between Regions and Modal offices.

High Band 150 MHz System

The 150 MHz System is less susceptible to electrical interference and can be linked to WSP frequencies on a limited, case-by-case basis. Four channels are available in Seattle and the south Puget Sound region. It is unlawful to use the system north of Lynnwood.

Amateur Radio

Amateur radios can be used to back up normal communication. Washington State Department of Transportation (WSDOT) personnel licensed to operate amateur radios should be contacted to provide emergency communication.

Cellular Phones

Cellular phones can also be used for emergency communication. Site inspectors and other emergency response field personnel should have cellular phones for communication from the site. The cellular phone system may be

subject to call congestion and limit the number of users in the network. Cellular units equipped with their own antennae and repeater systems should not be affected by saturation. Cellular phones should be used by emergency management office personnel for non-emergency communications to provide key field personnel a greater number of available channels on the 800 MHz System.

Regular Phones

Regular phone lines may become saturated during an emergency and may only be able to provide limited service. If local calls cannot be made, it may be possible to communicate via long distance calls with another state Emergency Operations Center, who could call back into the state of Washington and establish a conference call.

Colorado Office of Emergency Management
(303) 273-1622 daytime or (303) 279-8855 24-hour

Pay Phones

Pay phones are part of the emergency communication system and have priority in receiving service over private phone lines. Employees should be encouraged to use pay phones to contact family members if regular phone lines become saturated.

Internal Olympia Service Center Communications

Olympia Service Center communications should be conducted as necessary to keep the Assistant Secretary, Field Operations Support, Communications and Public Involvement, and the Office of the Secretary up to date on the status of emergency operations.

Region to Olympia Service Center Communications

Regions should communicate with Olympia Service Center when road closures will exceed four hours because of weather or other significant events that may be of interest to the Secretary. Regions should report to the Emergency Management Program Manager or State Maintenance Engineer. If the Field Operations Support Office cannot be contacted, the Communications and Public Involvement Office should be contacted. During extended emergency operations, Olympia Service Center may provide staff at the SEOC for communication and coordination. The regions should establish a point of contact for communication with the WSDOT staff at the SEOC. Region and Olympia Service Center staff should agree on who will contact the Secretary's Office.

Region to Region Communications

Communications among regions should be conducted as necessary to coordinate the status of routes connecting regions and to request resources from other regions. In most emergencies, only a few regions are impacted. Non-impacted regions should be contacted as needed to provide additional material, equipment, or personnel.

Communications With the Communications and Public Involvement Office

The Communications and Public Involvement Office (Communications and Public Involvement) should also be informed of road conditions or significant events. If the Maintenance Office cannot be contacted, Communications and Public Involvement should be contacted. Communications and Public Involvement will provide phone numbers for contacts outside of normal working hours.

Road information communicated to Communications and Public Involvement should include information normally needed by the media. Communications and Public Involvement will work with Olympia Service Center Field Operations Support Office to develop a checklist of questions that need to be asked in passing on road conditions.

Communications and Public Involvement is responsible for communication with the media during disaster situations when normal lines of communication are not available.

References

800 MHz Radio System Briefing

Discussion Topics From the Emergency Response Task Force

18:P65:DP/DP

Chapter 8 Emergency Procedures for Maintenance Personnel

Emergencies that maintenance crews encounter most frequently are associated with natural disasters (slides, floods, wash-outs, fires), transportation accidents, and associated material spills. (See Chapter 9 for a discussion of spills involving hazardous materials.)

Washington State Department of Transportation (WSDOT) personnel at the scene of an incident normally take emergency actions only as required to protect human life and property until the Washington State Patrol (WSP) has control of the situation.

WSP is responsible for safety measures at an accident site and with the Department of Ecology for coordinating the cleanup of spilled substances. WSP may request assistance from WSDOT personnel to clean up an accident site.

Before helping with the removal of, or otherwise coming into contact with, spilled material, maintenance personnel should first verify from the placard or manifest that the material is not toxic or explosive. If the placard is not visible, personnel should approach the truck only if they are certain that no personal hazard exists.

Maintenance Field Personnel

Maintenance personnel should take the following actions when they encounter a natural or man-caused hazardous condition on the roadway:

1. Advise the superintendent of the problem and request aid from WSP.
2. Take sufficient precautionary actions to protect yourself and your crew from continued exposure to the hazardous condition.
3. Physically close the highway or restrain traffic from entering the hazardous area.
4. Survey the situation and report the exact location, cause, and extent of the closure to the division or Region Maintenance Office or his/her supervisor or lead technician by radio or other means of communication.
5. If a spilled substance is identified as posing no personal hazard and is spreading toward additional traffic lanes or is likely to cause ground water damage, take limited actions to absorb or confine the spill, using careful judgment.

6. Remain in the area to safeguard traffic until proper traffic control devices have been installed or until you are relieved by the foreman, the lead, or a WSP trooper.

7. When applicable, patrol for stranded motorists in the isolated area when other traffic has been controlled.

Maintenance Superintendents and Supervisors

Maintenance Superintendents and Supervisors should take the following actions when a natural or man-caused hazardous condition occurs on the roadway:

1. Coordinate the personnel and equipment required to physically close a highway or restrain traffic from entering a hazardous area.

2. Make a complete report of the closure to the Regional Operations/ Maintenance Engineer by radio or other means of communication as quickly as possible.

3. Ensure that the hazardous section of highway is not left unguarded and that patrols have determined that no one is stranded in the isolated area.

4. Provide detours around partial closures only if it is safe to do so. Whenever possible, establish detours on existing state routes. Other local roads should be used only after surfaces, bridges, and overhead clearances have been investigated to determine possible traffic restrictions. Detours should be signed and other traffic control devices (such as barricades and flashing lights) should be installed. Position flaggers at barricade points when necessary.

5. Arrange to advise Seattle radio so that the closure can be announced on the department's public service and communications networks, including all regions.

6. If WSP requests a closure and the local superintendent is not available, contact the Region Operations/Maintenance Engineer or Region Administrator to advise him or her of WSP's request and provide information concerning the need for the proposed temporary closure.

7. Reopen the roadway when the physical blockage has been eliminated or the hazardous conditions that caused the closure have subsided.

8. Advise the Division Superintendent, Operations Engineer, or Region Administrator of the reopening by the fastest means available.

9. Arrange to relay notice of the reopening to Seattle radio to ensure that information on the public service and communication network is current. (Seattle radio does not have all the responsibility for disseminating information to the public. The Communication and Public Involvement Office should also be contacted if Seattle radio is too busy.)

References

WSDOT *Maintenance Manual* (M 51-01)

19:P65:DP/DP

Chapter 9 Hazardous Materials Incidents

It is the primary role of WSDOT personnel at hazardous materials incidents to assist Washington State Patrol in traffic control and to remove accident debris from the roadway as necessary. WSDOT personnel at the scene of a hazardous materials incident normally take only the emergency actions required to protect human life and property until the State Patrol has control of the situation. The State Patrol is responsible for safety measures at an accident site and for coordinating the cleanup of spilled substances. However, the State Patrol may request assistance from WSDOT personnel to clean up an accident site, after the hazardous material has been removed by others. However, it should be noted that WSDOT's activity will be conducted in concert with its procedures, and that **before helping with the removal of, or otherwise coming into contact with a spilled material, maintenance personnel should first verify from the placard or manifest that the material is <u>not</u> toxic or <u>explosive</u>. If the placard is not visible, personnel should approach the truck only if they are certain that no personal hazard exists.**

Additional information concerning first response to hazardous materials incidents can be found in the *Emergency Response Guidebook* published by the U.S. Department of Transportation, latest version.

Response Agencies

Washington State Patrol Hazardous Materials Unit

The Washington State Patrol it responsible for safety measures at an accident site, coordinating the cleanup of spilled substances, possible evacuation, and notification of response agencies.

WSP Hazardous Materials Unit	(360) 753-0500 After hours: Call local WSP office

Department of Ecology

WSDOT personnel may report hazardous materials incidents to the Department of Ecology (DOE), if requested by WSP. The DOE has 24-hour reporting numbers for each part of the state.

Northwest Washington	(425) 649-7000
Southwest Washington	(360) 407-6300
Central Washington	(509) 575-2490
Eastern Washington	(509) 456-2926

Emergency Management Division

The Emergency Management Division (EMD) should also be contacted for hazardous materials spills.

Division of Emergency Management	1-800-258-5990 or (253) 412-4901 or 4904

CHEMTREC

The Chemical Transportation Emergency Center (CHEMTREC) provide 1-hour assistance to emergency responders and all others handling hazardous materials. Expert advice from government and industry specialists are available rough both centers.

CHEMTREC is a service of the chemical industry. It ensures that the industry's capabilities are available in emergency situations. The shipper or manufacturer of the material can usually be contacted through CHEMTREC for assistance with information on proper handling of the material.

CHEMTREC	1-800-424-9300

The National Response Center (NRC) is the single federal government center to which releases of hazardous substances should be reported. Federal law requires that anyone who leases a reportable quantity of a hazardous substance into the environment immediately notify the NRC.

NRC	1-800-424-8802

Note: Reportable quantities vary for different materials from less than a pound to thousands of pounds. It is the responsibility of the owner of the material to report the release.

Washington Emergency Response System (WERS)

The Department of Health (DOH) has set up WERS for all radiation transportation accidents. Through WERS, the State Radiation Emergency Response Team will be activated for field assistance. A radiation specialist will also provide assistance on the phone.

WERS	(206) N-U-C-L-E-A-R (24-hours) (206) 682-5327

Reporting Proper Information

In reporting hazardous materials incidents, callers should attempt to provide as much of the following information as possible:

- caller name and call back number;
- on-scene contact person and phone number, location and description of event;

- name of material released or any identifying information;
- status of the event (ongoing or over), any life threatening situation,;and
- container type, labels, truck/railcar number, shipping papers, or other identifying information.

Emergency Traffic Control

In providing traffic control at a hazardous materials incident, the following checklist of procedures should be used.

1. Report to the Incident Commander.
2. Get guidance on the need for an exclusion perimeter and the distance involved.
3. Establish a perimeter with rope, barricades, vehicles, etc.
4. Redirect pedestrians and vehicles around the perimeter — keep onlookers, news media, and others from the exclusion area.
5. Direct the media to the public information post.
6. Request assistance as needed.
7. Be prepared to expand the perimeter if the situation escalates.
8. Remember, anything that goes into the hot zone must be held and decontaminated before it exits the area.

Radioactive Materials Incidents

Response

Response to radioactive materials incidents require special precautions and should include the following safety measures:

- Restrict access within 150 feet of the radiation source.
- Stay upwind of any fire or explosion.
- Reduce exposure by:
  - increasing the distance from the source
  - limiting the time near the source
- Placing heavy solid objects between the radiation source and people.

- Detain personnel and equipment until they can be checked for radioactive contamination.
- Warn medics if the injured may be contaminated.

Contact Numbers

Radiation Protection (DOH)	(206) N-U-C-L-E-A-R (206) 682-5327
WSP Hazardous Waste Unit	(360) 753-0500 After hours: Call local WSP office
U.S. DOE Hanford	(509) 373-3800

Special Case: Transuranic Waste (TRU)

Transuranic waste is a special type of radioactive waste. TRU wastes are the result of U.S. defense programs and are exempt from regulation by the nuclear Regulatory Commission. TRU waste consists of alpha emitting particles, which will not cause external harm. However, internal damage is possible if alpha particles are inhaled. Eating, smoking, drinking, or breathing without an oxygen mask in the limited access area may result in internal damage. To measure alpha particles, special equipment is needed. The CD V-700, CD V-715, and pocket dosimeters only measure beta and gamma particles, not alpha articles.

TRU wastes are packaged in 55-gallon metal drums and placed in an especially designed transuranic package transporter called a TRU PACT II. TRU ACT II's are transported by trucks or rail cars. Trucks transporting TRU waste house a satellite receiver that enables states to know the truck's location at all times. In the event of an accident, the trackers of the shipment are notified immediately that the truck has stopped at an unassigned area. Transportation accidents involving TRU waste should be reported in the same way as radioactive materials emergencies.

References

Emergency Response Guidebook (USDOT)

Emergency Response System (DOH Division of Radiation Protection)

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Chapter 10 WSDOT Bridge and Structures Office Procedures for Emergency Response

Purpose

The purpose of this document is to provide a list of actions to take after a catastrophic event occurs involving bridges on the state highway system. In this document, a minor earthquake is defined to be one in which the Richter magnitude is 6 or less; a major earthquake in the range of 6 to 8; and a great earthquake registers at 8 and above. No one can predict the occurrence or nature of a disaster. It is important that personnel be familiar with emergency procedures so that plans can be quickly implemented and updated to the specific situation. Although these procedures are designed for earthquake responses; they can be easily modified to fit any disaster.

Responsibilities

The specific responsibilities of the WSDOT Bridge and Structures Office are as follows:

1. Conduct a rapid survey of all bridges in the area(s) affected by the disaster to identify unsafe bridges. This type of inspection is called a Level I Inspection. A flow chart showing the four levels of inspection is given in Figure A-1. Table A-3 describes the inspection levels.

2. Provide technical guidance to region personnel for emergency actions that must be taken to ensure public safety and to prevent additional damage to the structures.

3. Conduct a detailed survey of all bridges in the affected area, identifying all damaged structures and recording the nature and extent of damage of each structure (Level II Inspection, and Level III Inspection if needed, see figure A-1, and table A-3).

4. Formulate Post-Earthquake investigative teams. The Post-Earthquake Investigative Team will perform on-site damage evaluation to determine the cause of failure/damage and the sequence (primary and secondary) modes of failure/damage.

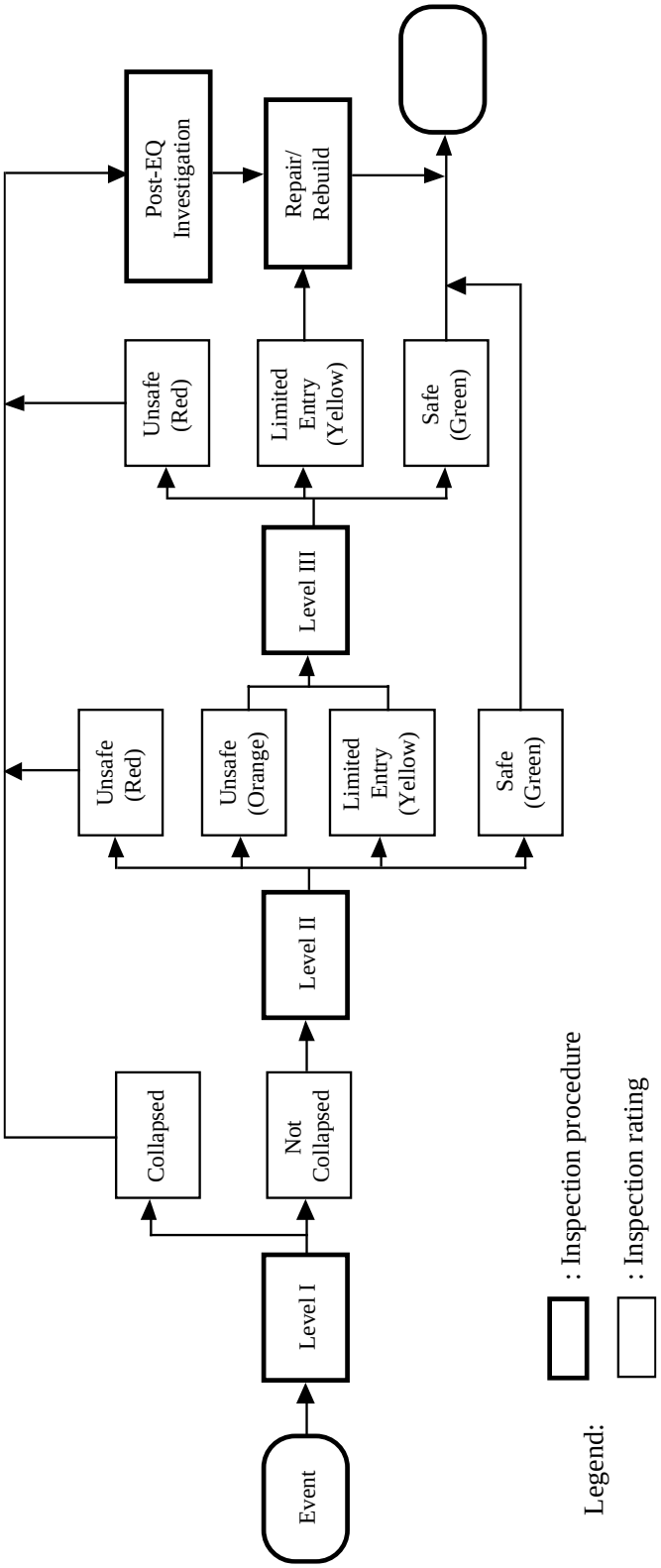
5. Recommend repairs to be done to damaged bridges and provide plans, specifications, and estimated cost of those repairs. Develop emergency shoring and repair designs.

6. Maintain information files for all inspected bridges, recording information regarding operational status, general description of any damage repair activity, and rough cost of repairs.

	Level I	Level II	Level III
Application Range	All bridges within the area affected by the earthquake.	All bridges in the affected area except those that collapsed or suffered partial collapse.	All bridges recommended for further inspection by Level II teams.
Method of Inspection	Aerial view (Helicopter) or Drive through or Traffic video-camera	For great event, helicopter. For other events, probably regular van-type transportation will be needed.	For great event, helicopter. For other events, probably regular van-type transportation will be needed.
Personnel	To be designated.	Team of WSDOT personnel or volunteers led by an experienced WSDOT inspection engineer.	"Regular" inspection teams.
Objectives	(1) To close all unsafe bridges. (2) To identify routes that cannot be traversed. (3) To identify the geographical extent of damage/ affected area.	(1) To close all unsafe bridges. (2) To identify routes that cannot be traversed. (3) To assess the structural and geotechnical post-earthquake vulnerability of the bridge.	(1) To close all unsafe bridges. (2) To assess the structural and geotechnical post-earthquake vulnerability of the bridge and to make recommendations for repair. (3) To limit access to or close damaged bridges. (4) To identify routes that should not be traversed.
Resources	Helicopter(s), back-up power.	"Regular"/existing inspection team equipment in addition to radios and cellular phones for communications; mountaineering equipment for access under unusual conditions; water, food, and supplies for 72 hours per person.	"Regular"/ existing inspection team equipment in addition to radios and cellular phones for communications; mountaineering equipment for access under unusual conditions; water, food, and supplies for 72 hours per person.

Description of Inspection Levels

Figure A-3



Overview of the Emergency Response Inspection Procedures

Table A-1

7. Develop periodic summaries and reports for upper management and emergency operations centers. The Mottman Emergency Operation Center (EOC) will be responsible for directing the initial inspection efforts, including maintenance of the bridge status database file(s). The Bridge and Structures EOC in Lacey will be responsible for developing and issuing status reports, preparing capacity calculations for damaged bridges, coordinating post-earthquake investigative teams and preparing plans for investigation, shoring, and repair. The Bridge and Structures EOC in Lacey will coordinate the design effort for major repairs and any necessary coordination with the FHWA.

The Region EOC will frequently communicate detailed information (called in, if possible) to the Mottman EOC in the first 24 to 48 hours and at least twice a day until the urgency subsides. For major bridges, such as viaducts, complex interchanges, and waterway crossings, reports should be communicated as soon as information is available.

The Mottman EOC will be responsible for developing and maintaining the information file. This EOC will also prepare inspection progress and damage assessment reports for the Bridge and Structures Engineer and others, as required for Level I, II, and III inspections. A copy of these reports will be transmitted daily to the applicable Region EOC.

To assist the limited staff in the region (s), inspection and support personnel will be sent from the Mottman EOC as needed. For each region, the administrator should make an early assessment of their needs (Level I Inspection) and request the number of personnel and skills required.

On the basis of the reports from the field personnel, the Bridge Preservation Engineer will assess the need for special equipment and transmit a request to the unaffected regions, as well as to the Bridge and Structures Engineer or the WSDOT EOC.

Action

Administrative Staff

Any earthquake within the state that causes damage to the state transportation system will be considered a disaster. When a disaster occurs, the Bridge and Structures Engineer or the Bridge Preservation Engineer will be contacted by at least one of the following: the region maintenance staff, the Mottman office, or the WSDOT EOC. The first person reached should establish contact with the WSDOT EOC, or the Chief Maintenance Engineer or designated alternate and then contact other Bridge Office administrative staff.

Other Staff

Bridge and Structures staff members will be expected to respond as follows:

Event Occurs While at Work

Lacey and/or Mottman buildings will be evacuated and assessed for damage and habitability. Injured will be administered to by staff trained in first aid, and further medical attention will be summoned if necessary.

Emergency Response Team will make a preliminary assessment of damage and determine the staffing level needed. All employees shall make themselves available for possible assignment.

It will be important for all the staff to be available in a EQ emergency. All employees are encouraged to make a plan with their family and be prepared. The peace of mind that your family is taken care of will eliminate any anxiety and enable you to perform your job.

Event Occurs While Not at Work

Richter Magnitude 6.0 and less: Employees should be prepared to come to the office, if called.

Richter Magnitude 6.0 to 7.0: Employees shall call the office* to find out if help is needed. If phones are out of order, all staff shall report to the office for assignment.

Richter Magnitude 7.0 and above: all employees shall report to the office* for assignment.

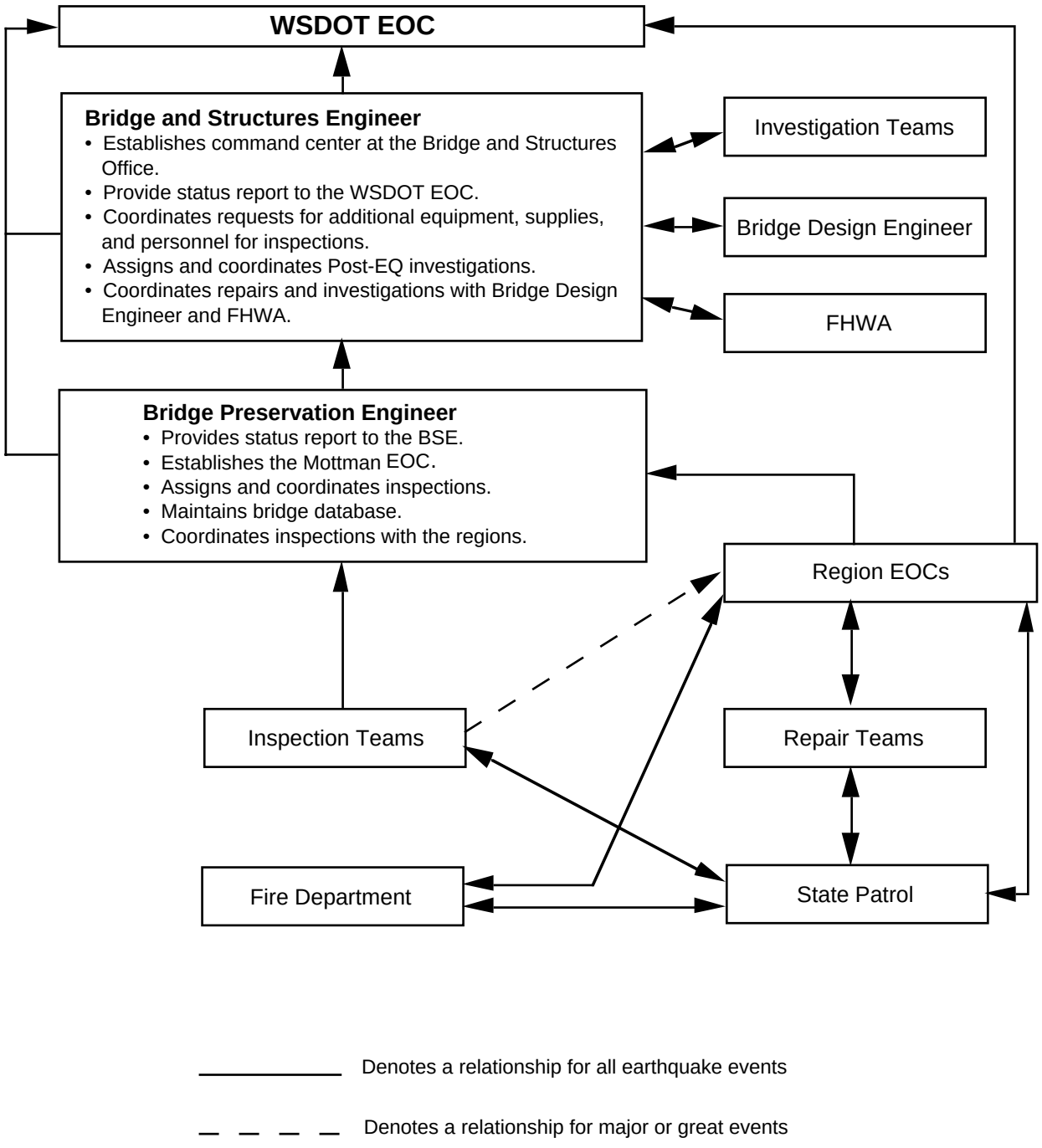
*Where they currently work.

It is understood that employees will take care of their personal (family) needs and safety before they are expected to respond as indicated above.

Bridge Inspection personnel on field assignment should call the Mottman office for instructions. It may be necessary to go to hospitals, Sheriff's offices, WSP offices to make such calls. Teams in Eastern Washington may be air lifted to the damaged area(s).

Overview

Figure A-2. provides an overview of the actions to be taken during the post-earthquake emergency response process. The actions of bridge management are outlined in this figure, and described in detail in the next sections. Checklist for the Bridge and Structures Engineer, Bridge Preservation Engineer, team leaders, and team members are provided.



Emergency Response Communications for Bridge Management

Figure A-2

Office Activities

Responsibilities of the Bridge and Structures Engineer

1. Establish, or designate an acting chief to establish, a command center at the Bridge and Structures office. Subtasks include the following:
   - Identify personnel available for inspection teams or other tasks.
   - Establish a 24-hour staffing schedule for the command center.
   - Post maps of the damaged areas
2. Contact the WSDOT EOC to inform them of your activities. Contact them for additional communication needs, such as cellular phones, extra battery packs and rechargers, additional phone lines, etc.
3. Initiate and coordinate assignment of WSDOT team members to FHWA-WSDOT Damage Assessment Teams.
4. Designate a staff member to collect and record information on all repair projects. There may be a large number of damaged structures, and numerous emergency repair projects. Repairs will be done by maintenance forces, emergency contracts, regular contracts, or by change orders for bridges within the limits of ongoing construction contracts. Depending on the size and complexity of the repair project, design of the repairs may be handled by field personnel or by the Bridge Design Section. To avoid confusion, duplication of assignments, false starts, etc., staff members should be assigned to collect and record information on all repair project. These persons should be the central source and clearing house for information regarding repairs projects. Copies of the bridge reports related to damage inspection in a region will be sent to the regional administrator.
5. Conduct daily staff meetings to provide a brief summary of important events, decisions, agreement, and assignments.
6. Assign and coordinate post-earthquake investigation teams as reports of bridge failures are received from the field.
7. Prepare and distribute a daily summary report to the WSDOT EOC. The summary should consist of short remarks to keep those involved informed.

Responsibilities of the Bridge Preservation Engineer

1. Contact the Bridge and Structures Engineer to advise on the location of the event and activities. If the Bridge and Structures Engineer cannot be reached, contact the WSDOT EOC or the State Maintenance Engineer.

2. Establish, staff, and operate the Mottman EOC. Subtasks of establishing the Mottman EOC include the following:

    - Assign an Inspection engineer to accompany an initial reconnaissance flight.
    - Assign a staff member to create a computer data file to record damage reports as they are called in. Diskettes for producing the reports and managing the information database are kept by the Bridge Preservation Information Manager.
    - Assign a staff member to receive and redirect non critical phone calls to minimize key manager involvement. Calls from the media should be directed to the Communications and Public Involvement Office.
    - Coordinate requests from regions for Level II and III inspections.
    - Respond to requests for engineering information for structural assessments from the field.
    - Assign a staff member to receive, record, and forward offers from other agencies and the private sector to provide equipment, material, special services, advice, etc., to the Bridge and Structures office and appropriate Regional EOC.
    - Post maps of the damaged areas to provide a visual display of damaged sites.
    - Establish 24 hour staffing schedule for the Mottman EOC as needed.
    - Assign a staff member to coordinate lodging requirements for all out-of-town Mottman personnel involved in disaster-related activities.

3. Identify inspection needs for and coordinate inspection efforts with affected regions.

    - For a minor event, assign inspection team leaders and teams, coordinating efforts with region personnel and send to the affected regions.
    - For a major or great event, delegate the coordination of teams and inspection team leaders to Bridge Inspection Supervisors who will travel to the affected Region EOC(s) to coordinate local efforts. These engineers should report to the Bridge Preservation Engineer every two hours during the first 24 hours after the event, or as often as necessary.

4. Request additional supplies, equipment, and personnel through the Bridge and Structures Engineer or the WSDOT EOC.

5. Inform the Bridge and Structures Engineer of collapsed or severely damaged bridges to which a post-earthquake investigation team should be sent.

6. Prepare summary reports for the Bridge and Structures Engineer.

Field Activities

Responsibilities of Inspection Engineers

In a major or great event, the Bridge Preservation Engineer will dispatch an Inspection Supervisor to establish immediate bridge inspection coordination at the Region EOCs. The Inspection Supervisor will direct the bridge damage assessment effort and prioritize and coordinate emergency bridge repair activities within the region. The Inspection Supervisor will coordinate the inspection Team's efforts with region maintenance crews. Level II inspections may be made with a Bridge Inspection team leader and crews of maintenance personnel. Level III inspections will require additional bridge inspection engineers to assist the team leader. Maintenance personnel should accompany the Level III teams to initiate repairs. The Inspection Supervisor will coordinate efforts for the repair or shoring of damaged structures directly with the Bridge and Structures Office EOC in Lacey and advise the Mottman EOC on actions taken.

Field Inspections

All field personnel should apprise the Mottman EOC and the appropriate Region EOC where they will be spending the night. Affected regions should request blocks of rooms at commercial lodging facilities for inspection teams and out-of-town personnel. This will greatly facilitate the recovery efforts.

1. By the time the Inspection Teams arrive at their assigned area, region maintenance crews will usually have already checked for damage (Level I Inspection). Unless given other instructions by Bridge and Structures in Lacey or Mottman, the team should check with region personnel to discover which structures have been damaged. These structures should be inspected first (Level II and III Inspections), so that emergency actions to shore or repair these structures can begin as soon as possible.

2. If the members of the Inspection Team are not familiar with an area, they should request the assistance of at least one region maintenance staff member. These individuals can guide the team through alternate routes if heavy damage has occurred.

3. All damage assessment teams should have local maps and a copy of the Bridge List with them.

4. After the severely damaged bridges have been initially inspected and actions have been taken to ensure their safety, a more detailed inspection or investigation should be undertaken. Inspection Engineers should ask the regions to provide equipment and personnel if needed to help in this effort.

5. Hinges in box girders, footings, and piles are structural elements that are sometimes difficult to inspect. These elements may suffer great damage under seismic motion. Good indicators of possible damage are spalling of the concrete at deck expansion joints, barrier rails and bearing seats, and large cracks or ground settlement over the footings.

6. Aftershocks, traffic, or simply gravity loading may extend damage in an already damaged structure. Inspection teams should mark all the termination points, width of large cracks, date, time of inspection and inspector's name, on the structure itself to facilitate the detection of condition changes in the bridge's members.

7. Collapsed and severely damaged bridges should be evaluated by post-earthquake investigation teams assigned by the Bridge and Structures Engineer. The Bridge and Structures Engineer will coordinate the activities of the post-earthquake investigation teams, as well as their interactions with the FHWA.

Closure, Repairs, and Shoring

1. At the beginning of any inspection, first consider the following:

   A. Is the structure in imminent danger of collapse? If so,

      (1) Coordinate with the State Patrol to stop traffic from crossing the bridge.

      (2) Radio for region assistance to provide temporary barricades.

      (3) Inform the Region EOC of the closing.

   B. What needs to be done to ensure public safety and prevent further damage? Traffic restrictions on the bridge will be implemented by the regions based on the recommendations of the inspection teams.

      (4) Shoring or repair requests should be sent to the Lacey EOC and Region EOC.

2. The Region EOC will make decisions concerning repair implementation.

3. The Region EOC will inform the Mottman EOC of closings and repairs.

Reports

The first reports to be submitted will be verbal ones sent to the Mottman EOC as soon as possible following a disaster. Every two hours, or as requested, more refined and detailed reports shall be submitted to the Mottman EOC. These reports should define affected areas and identify closed roads and highway.

Communication

The Mottman EOCs will notify the involved regions of Inspection Teams or Inspection Engineers coming to their area. Team leaders will maintain regular contact with the Mottman EOC or Region EOCs via vehicle-mounted and handheld radios or telephones. Teams will communicate with each other with handheld radios if necessary. The teams will communicate with the region maintenance personnel by face-to-face contact in the field, radio and telephone. The Region Communications Center may relay messages between the two groups. The Bridge Preservation Engineer will keep the Bridge and Structures Engineer apprised on the status of the inspections. Other means of communication between Lacey Bridge and Structures Office, the Mottman Office, and the Region EOCs include E-Mail, FAX machines and cellular phones (if operable). These phone numbers should be made available to all EOCs. During the hours immediately following an earthquake, it may be necessary for all radio networks to be controlled at one of the following levels: (This determination will be made at the WSDOT EOC.)

- Code Green: Normal use of radios.
- Code Yellow: Use only by field personnel for emergency purposes.
- Code Red: No use unless requested by the WSDOT EOC, or if there is a life and death situation.

Checklist for the Bridge and Structures Engineer

#	Item
1	Establish, or designate an acting chief to establish, an EOC at the Bridge and Structure Office for the coordination of requests from Mottman and the regions. Subtasks include the following: • Identify personnel available for inspection teams or other tasks. • Establish a 24-hour staffing schedule for the EOC. • Post maps of damaged areas. Contact the WSDOT EOC to inform them of your activities. Contact them for additional communication needs, such as cellular phones, extra battery packs and rechargers, additional phones lines, etc.
2	Initiate and coordinate assignment of WSDOT inspection team members to the FHWA WSDOT Damage Assessment Teams.
3	Designate a staff member to collect and record information on all repair projects. There may be a large number of damaged structures, and numerous emergency repair projects. Repairs will be done by Maintenance forces, emergency contracts, regular contracts or by change orders for bridges within the limits of ongoing construction contracts. Depending on the size and complexity of the repair project, design of the repairs may be handled by field personnel or by the Bridge Design Branch. To avoid confusion, duplication of assignments, false starts, etc., a staff member should be assigned to collect and record information on all repair projects. This person should be the central source and clearing house for information regarding repair projects. Copies of the bridge reports related to damage inspection in a region will be sent to the regional administrator.
4	Conduct daily staff meetings to provide a brief summary of important events, decisions, agreements, and assignments.
5	Assign and coordinate post-earthquake investigation teams as reports of bridge failures are received from the field.
6	Prepare and distribute daily summary report to the WSDOT EOC.

Checklist for the Bridge Preservation Engineer

#	Item
1	Contact the Bridge and Structures Engineer to advise on the whereabouts of the event and activities. If the Bridge and Structures Engineer cannot be reached, contact the WSDOT EOC.
2	Establish, staff and operate the Mottman EOC. Subtasks of establishing the Mottman EOC include the following: • Assign an Inspection Engineer to accompany an initial reconnaissance flight. • Assign a staff member to create a computer data file to record damage reports as they are called in. Diskettes for producing the reports and managing the information database are kept by the Bridge Preservation Information Manager. • Assign a staff member to receive and redirect non critical phone calls to minimize key managers involvement. Calls from the media should be directed to the Communications and Public Involvement Office. • Assign a staff member to receive, record and foreword offers from other agencies and the private sector to provide equipment, material, special services, advice, etc., to the Bridge and Structures and appropriate region EOC. • Post maps of the damaged areas to provide a visual display of damage sites. • Establish a 24-hour staffing schedule for the Mottman EOC, as needed. • Assign a staff member to coordinate lodging requirements for all-out-of-town Mottman personnel involved in disaster-related activities. • Coordinate request from regions for Level II and III inspections. • Respond to requests for engineering information for structural assessments from the field.
3	Identify inspection needs for and coordinate inspection efforts with affected regions.
4	Request additional supplies, equipment, and personnel from the Bridge and Structures Engineer or the WSDOT EOC.
5	Inform the Bridge and Structures Engineer of collapsed or severely damaged bridges to which a forensic investigation team should be sent.
6	Prepare summary reports for the Bridge and Structures Engineer.

Checklist for Team Leaders

#	Item
1	Assemble team after receiving directions from the Bridge Preservation Engineer or the Bridge and Structures Engineer, for Post-Earthquake investigative teams.
2	Check the personal equipment of each team member.
3	Check the van and communications equipment before leaving Mottman or other location.
4	Notify the region EOC of the team's location when you enter or leave a region.
5	Provide inspection results to the Mottman EOC (or region EOC in a major or great earthquake) every two hours when contacted, unless told otherwise by the Bridge Preservation Engineer (BPE). Post-Earthquake investigative teams will report to the Lacey EOC. • If it is necessary to keep the lines of communication open; the BPE will contact you at specified times. • Contact the Mottman EOC, Lacey EOC or BPE (or Region EOC in a major or great earthquake) for equipment, supplies or personnel request.
6	Complete Level II Rapid Assessment Bridge Inspection Report (RABIT), Level III Detailed Bridge Inspection Report (DEBIT), or the Post-Earthquake Evaluation Form as appropriate.
7	Take photographs of every bridge inspected that show signs of damage. Keep a photograph log.
8	Get the names and addresses of persons who may have taken photographs before you arrived.
9	Coordinate with other emergency departments, such as the State Patrol or Fire Department (in any situation on the Highway involving several agencies, the State Patrol is always charge).
10	In any unexpected situation, make decisions based on the objectives of ensuring the safety of the traveling public and protection of state property, and contact the Mottman EOC (or region command center in a major or great earthquake) ASAP.

Checklist for Team Leaders (Continued)

#	Item
11	When finished with your shift, provide the Mottman EOC (or Region EOC in a major or great earthquake) with your motel name, location, and phone number.
12	Inspection focus: The following items should be checked in any post-earthquake inspection: • Bearings • Joints • Primary structural elements, and • Alignment of rails, members and joints.

Checklist for Team Members

#	Item
1	Assemble your personal equipment.
2	Coordinate with your team leader.
3	Take photos of all inspected bridges showing damage.
4	Get the names and addresses of persons who may have taken photos before you arrived.
5	Be sure to identify any markings made on the bridge, such as the ends of significant cracks with date, the time, and your initials. Because of aftershocks, someone may have return to inspect the bridge soon after you leave.

21:P65:DP/DP

All federal agencies have the authority to assist local and state jurisdictions in situations involving direct and immediate threat to life or major property damage. However, all federal assistance is supplemental to state effort and can only be used if state and local forces, including those in the private sector, have been committed, exhausted, or are inadequate for the task.

Federal assistance can automatically be obtained after a Presidential declaration of "emergency" or "major disaster." In some instances, federal assistance for disasters not involving a Presidential declaration can also be obtained.

Contact the Military Department, Division of Emergency Management, for the latest version of the *Disaster Assistance Manual*. The *Disaster Assistance Manual* provides information on federal disaster assistance. This manual primarily addresses the assistance provided by the Robert T. Stafford Disaster Relief and Emergency Act, Public Law 93-288, as amended (Public Assistance).

Federal Highway Disaster Funds

Disasters can cause extensive bridge and roadway damage beyond the state's financial ability to respond. When an emergency exceeds the state's capability, federal assistance can be requested. Two sources for federal highway disaster funds are available:

1. The Federal Emergency Management Agency (FEMA) under Public Law 93-288, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, for the restoration of damaged roads and bridges **off functional classified systems**.
2. The Federal Highway Administration (FHWA) under Title 23, USC, Section 125, for the restoration of damaged roads and bridges **on functional classified systems**.

Federal Emergency Management Agency (FEMA)

Federal funds for damaged roads and bridges off the federal aid system are obtained through FEMA and the federal/state public assistance program after a Presidential declaration of major disaster. If a Presidential declaration is appropriate, the Governor will request it on the basis of federal/state/local damage assessments.

Federal Highway Administration (FHWA)

Federal funds for damaged roadways and bridges that are on or part of the functional classified system (National Highway System) are obtained through FHWA. These funds are available after the Governor has issued a Proclamation of Emergency. A Presidential declaration of major disaster is not necessary. Exhibit 11-1 provides an overview of Emergency Relief Funds. Exhibit 11-2 provides a detailed description of Washington State Department of Transportation (WSDOT) actions for obtaining Emergency Relief Funds.

References

Disaster Assistance Guide

Exhibits

Exhibit 11-1: Emergency Relief Funding Through FHWA Title 23, USC

Exhibit 11-2: Emergency Relief Funds

Exhibit 11-1: Emergency Relief Funding Through FHWA Title 23, USC

This is an overview of Emergency Relief Funds available under title 23 USC through the Federal Highway Administration (FHWA). For a more detailed description, see the *Local Agency Guidelines* (LAG) available through your WSDOT Highways and Local Programs Service Center.

General

Criteria for Eligibility

The Emergency Relief Program (ER) provides funding for designated federal aid routes that have serious damage by a natural disaster or catastrophic failures.

Application

Before funds can be made available, an application has to be made by the Highways and Local Programs Service Center in cooperation with the FHWA Division Office and approved by the Federal Highway Administrator.

Matching

If the Federal Highway Administrator makes a favorable finding, all eligible emergency work accomplished the first 180 days after the disaster will be 100 percent federally funded. Repairs performed beyond 180 days after the occurrence of the disaster will be funded at the standard prorate program rate.

Activities After a Disaster

WSDOT Regional Highways and Local Programs Engineer will be in contact with the local agencies to coordinate all pertinent activities and advise and assist the local agencies in all aspects of the ER program.

Emergency Work

The local agency proceeds with emergency operation, including emergency repairs necessary to restore essential travel, protect remaining facilities, etc.

Maintain Cost Records

Cost records must be kept for labor, material, and equipment for each site on a given route. Failure to maintain proper records may be a reason for delay or reduction in ER funds.

Notification of Disaster

The local Emergency Management Office notifies the state EMD via the fastest means possible. The local agency notifies Highways and Local Programs Service Center.

Agency Declares Emergency

The declaration is signed by the local government official and submitted to state EMD.

Requesting State Assistance

Local officials request assistance on the basis of damage assessments.

Request to the Governor

The state EMD integrates all requests and makes a recommendation to the Governor.

Governor Signs Proclamation

On the basis of the information from State EMD and/or WSDOT, the Governor signs the proclamation.

Prepare Letter of Intent for ER Funds

WSDOT prepares a letter of intent to request ER funds and submits the request to the FHWA Division Office for action.

Preliminary Damage Assessments

The Highways and Local Programs Service Center, in cooperation with FHWA, prepares a preliminary damage assessment to determine the severity and magnitude of the disaster.

Request ER Funds

WSDOT prepares a request for ER funds based on the preliminary assessment, including additional backup data.

FHWA Division Office Prepares Field Report

This report, in support of funding, is sent through the division office to Washington, D.C., for action by the FHWA Administrator.

Concurrence from FHWA Administrator

The FHWA Administrator concurs that damages are eligible for federal aid.

Notification to Locals

The Highways and Local Programs Service Center notifies all concerned local agencies of FHWA funding.

Preparation of Damage Assessment Forms

The Highways and Local Programs Service Center with FHWA, and the local agencies prepare detailed damage assessment forms for each site.

Program of Projects

The Highways and Local Programs Service Center prepares the documents necessary to receive program and project approval.

Project Approval and Funding Setup

Local agencies will receive approval notice from the Highways and Local Programs Service Center. The Regional Highways and Local Programs Engineer will assist the local agencies in the preparation of the necessary documents, as outlined in our LAG, to set up the funding and reimbursement mechanism.

Administration

The Highways and Local Programs Service Center is the administrating agency for ER funds. All coordination is done through the Regional Highways and Local Programs Engineer. All projects will be administered under certification acceptance procedures, as outlined in the *Local Agency Guidelines*.

Closure of Projects

When work has been completed, the local agency prepares the same notification used on regular federal aid projects, as outlined in the LAG, to start the closure procedure.

Exhibit 11-2: Emergency Relief Funds

Criteria for Emergency Relief 11-7
Letter of Intent for Emergency Relief 11-8
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Criteria for Emergency Relief

Severe highway damage caused by a major catastrophe or natural disaster and resulting in unusually heavy expenses may be eligible for Emergency Relief Funds. Emergency Relief Funds are available for the repair or reconstruction of highways, roads, and trails that have suffered serious damage and meet all of the following criteria:

1. The damage is the result of one of the following occurrences:

    a. Natural disaster over a wide area, such as that from floods, hurricanes, tidal waves, earthquakes, severe storms, or landslides.

    b. Catastrophic failures from any external cause that were not the result of an inherent flaw in the facility and that were sudden and had a disastrous impact on transportation services. (Examples of such failures include a massive slide induced by an earthquake or a bridge failure due to vehicular impact.)

2. The repair or reconstruction work proposed for Emergency Relief Fund assistance is located on one of the following vicinities:

    a. Federal Aid Highway Systems (National Highway System).

    b. Federal roads as defined by various classifications in 23 U.S.C. 101. (Emergency Relief Programs for federal roads not on the Federal Aid Highway Systems are outlined in a separate manual, *Emergency Relief Manual for Federal Roads*.)

3. The natural occurrence is sudden, unusual, and causes serious damage to federal aid facilities.

4. The extent of serious damage to federal aid facilities is over a wide area.

Certain limitations on fund availability may affect a particular disaster. For instance, obligations for a single disaster in any one state is limited to $100 million.

Emergency Relief Funds are not necessarily intended to be used for all damage repair costs or for the restoration of facilities to predisaster conditions. WSDOT must expect additional expenditures as a result of emergency conditions and the state of Washington is expected to plan and provide for extraordinary conditions and expenditures. Economic hardship is not a factor in determining repair eligibility. As a general rule, when a state's total estimated cost of the work necessary to repair a site potentially eligible for Emergency Relief is less than $500,000 per disaster, FHWA will handle it under its routine procedures.

The applicability of Emergency Relief Funds is based on the extent and intensity of the disaster. Damage to highways must be severe, occur over a wide area, and result in unusually heavy expenses to WSDOT.

Letter of Intent for Emergency Relief (Preliminary Application)

WSDOT Actions

WSDOT is responsible for deciding to request Emergency Relief Funds. A flow chart diagraming the process of Emergency Relief is provided as Appeneix A. In requesting Emergency Relief Funds, a Letter of Intent should be submitted by the Secretary of Transportation or the Assistant Secretary, Highways and Local Programs to the FHWA through the FHWA Division Administrator. (A directory of FHWA personnel is provided as Appendix B.) This Letter of Intent serves as a preliminary application for Emergency Relief Funds and must be submitted during or promptly after the occurrence of the disaster. (An example of a typical Letter of Intent is included as Appendix B.) The Letter of Intent should include the following items:

- Statement of intent to request Emergency Relief Funds.
- Date of disaster.
- Description of disaster.
- Copy of the Declaration of a State of Disaster by the Governor.
- Request for concurrence by the Secretary of Transportation (USDOT) in the Declaration by the Governor.
- Description of emergency operations conducted. (The amount sought or the specific details of emergency operations are not necessary.)

FHWA Actions

The Division Administrator acknowledges the Letter of Intent in writing. This acknowledgment assures the state that temporary operations, emergency repairs, and preliminary engineering may proceed without prior authorization and provides guidance for performing emergency operations and accomplishing emergency work. FHWA's acknowledgment letter to the state will include several or all of the following items:

- Acknowledgment of intent.
- Effective date.
- Emergency operations.
- Preliminary engineering.

- Use of appropriate contracts (state forces, force accounts, waiver of competitive bidding, etc.).
- Guidance for permanent work.
- Time frame and items needed for field report.
- Time limit for programming.
- Payment contingent on approval by the FHWA Administrator.
- Record keeping requirements.

Disaster Assessment

After it becomes apparent that the FHWA Division Administrator will recommend a positive determination of natural disaster, WSDOT should work with the FHWA in its disaster assessment.

Coordination

WSDOT should arrange to brief all eligible applicants and personnel who will be involved in Emergency Relief projects and to coordinate field assessments and damage inspections. Attendees should include several or all of the following representatives:

- WSDOT Service Center, Field Operations Support, State Maintenance Engineer, and key Olympia Service Center personnel.
- WSDOT Regional Maintenance Engineers and key region personnel.
- FHWA Field Engineers and Division Administrator.
- Administrative personnel from local governments.
- Representatives from other federal agencies involved with the relief efforts.

Field Assessments

To determine whether the criteria for Emergency Relief Funds have been met and to expedite the relief process, WSDOT should assist FHWA Field Engineers by providing advance information on the extent of the damage, all road closures resulting from the disaster, and if possible, a very rough estimate of the costs to restore the facilities.

Damage Inspections

Damage Inspection Teams should be organized to document site-by-site repair requirements to develop supporting material for Emergency Relief eligibility. The teams should be headed by an FHWA Field Engineer

and consist of representatives from the FHWA and WSDOT. WSDOT representative must indicate the cause of the damage and the normal design practice to repair the facility. The FHWA Field Engineer will consider site eligibility and the proposed repair effort. A damage assessment form is included as Appendix C.

Eligibility for Emergency Relief

Emergency Relief Funds are intended to aid WSDOT and the state in paying unusually heavy costs for repair that is beyond what WSDOT normally performs during ordinary and occasional heavy maintenance operations. Specifically, eligible work include repairs to or reconstruction of damaged highway facilities within the right of way limits. Examples of eligible work include repairs to the following facilities:

- Base courses
- Bike and pedestrian paths
- Bridges
- Corridor parking facilities
- Cribbing or other bank control features
- Culverts, pipes, and similar structures
- Cut slopes
- Drainage courses
- Embankments
- Fences
- Guardrail
- Natural stream channels or manmade channels, including riprap
- Pavements or other surface courses
- Rest areas
- Retaining walls
- Shoulders
- Signs and traffic control devices

Programs Eligible for Emergency Relief Funds

For roads and bridges to be eligible for Emergency Relief Funds, the damage on these facilities must have occurred as a direct result of a disaster. Damage caused indirectly by the condition is generally not eligible. Emergency Relief Funds are not intended to provide repairs to roadways damaged as a result of pre-existing and nondisaster related deficient conditions or by traffic. Please refer to the *Emergency Relief Manual* for eligibility.

Programming of Projects for Emergency Relief

General

Once WSDOT has received word that the emergency or catastrophic conditions justify an allocation of Emergency Relief Funds, WSDOT must promptly submit a program of repair projects on federal aid facilities. Projects should be individually justified and prepared in accordance with standard Federal-Aid Program procedures, except that the program is for the current disaster rather than for an annual time frame. If sufficient information is available when the Field Report is submitted, the first program of Emergency Relief projects may include the Field Report itself or may accompany the report, even though a finding has not yet been made. WSDOT should submit the program of projects within three months after the disaster finding by the FHWA Administrator.

Preparation and Submission of Programs

Programs of Emergency Relief Projects should be prepared by WSDOT. The program of projects should accomplish the following objectives:

- Indicate the natural disaster or catastrophic failure and the time of its occurrence.
- Relate the damage to that described in the damage assessment reports prepared during the field survey.
- Describe proposed permanent repairs or replacements on a site-by-site basis, although sites may be lumped by route and county for program purposes.
- Identify emergency repairs.
- Include supporting material indicating the suitability and economy of upgradings or betterments, including relocation, which are proposed for participation with Emergency Relief Funds. (For some projects, it may be necessary for additional design work to be accomplished to develop justification for added protective features, relocation, or grade raises subsequent to program approval. When betterments are contemplated, the state or local agency should contact the Division Administrator so that further project development is done with FHWA involvement.)

Combined Federal Aid and Emergency Relief

When the state or applicant decides not to replace a damaged facility in kind and proposes work in excess of the work eligible for Emergency Relief Funds, a combined project may be programmed using Emergency Relief Funds to the extent eligible and other federal aid funds for the additional work. Separate programming is required for each class of funds with appropriate cross-reference.

Start of Emergency Work

After programs have been approved and Emergency Relief Funds have been allotted, all projects must be constructed promptly. Emergency opening work should be accomplished within one month after the site has been made accessible.

Delay of Emergency Work

Unless satisfactory justification for delay in advancement of a project warrants its retention, projects for permanent repairs that have not advanced to construction by the end of the second fiscal year following the year in which the disaster occurred will not be authorized. Justification for such delay must be submitted to the Washington headquarters for approval. Situations are possible in which a two- to three-year delay in permanent work is desirable. Permanent restoration work, for example, could be deferred to permit study of an existing hazardous condition and provide sufficient time to adequately design a permanent correction. Delays not directly attributable to the emergency, such as for public hearings, legal actions, or other administrative problems, are not considered appropriate justification for delay of Emergency Relief work.

FHWA as the Construction Agency

The state may request FHWA to accomplish repairs, reconstruction, or relocation of sections of highways that are on the Federal-Aid System. The emergency operations to restore travel should be handled by WSDOT. In any event, when such situations are anticipated, the state, or WSDOT through the state, should prepare a letter to the FHWA Division Administrator requesting that the FHWA accomplish the work.

References

Emergency Relief Disaster Assistance Manual (FHWA)

Appendixes

Appendix A: Flow Chart of the Emergency Relief Process

Appendix B: Typical Letter of Intent for a State Highway Agency Involving a Natural Disaster

Appendix C: U.S. Department of Transportation Damage Inspection Form

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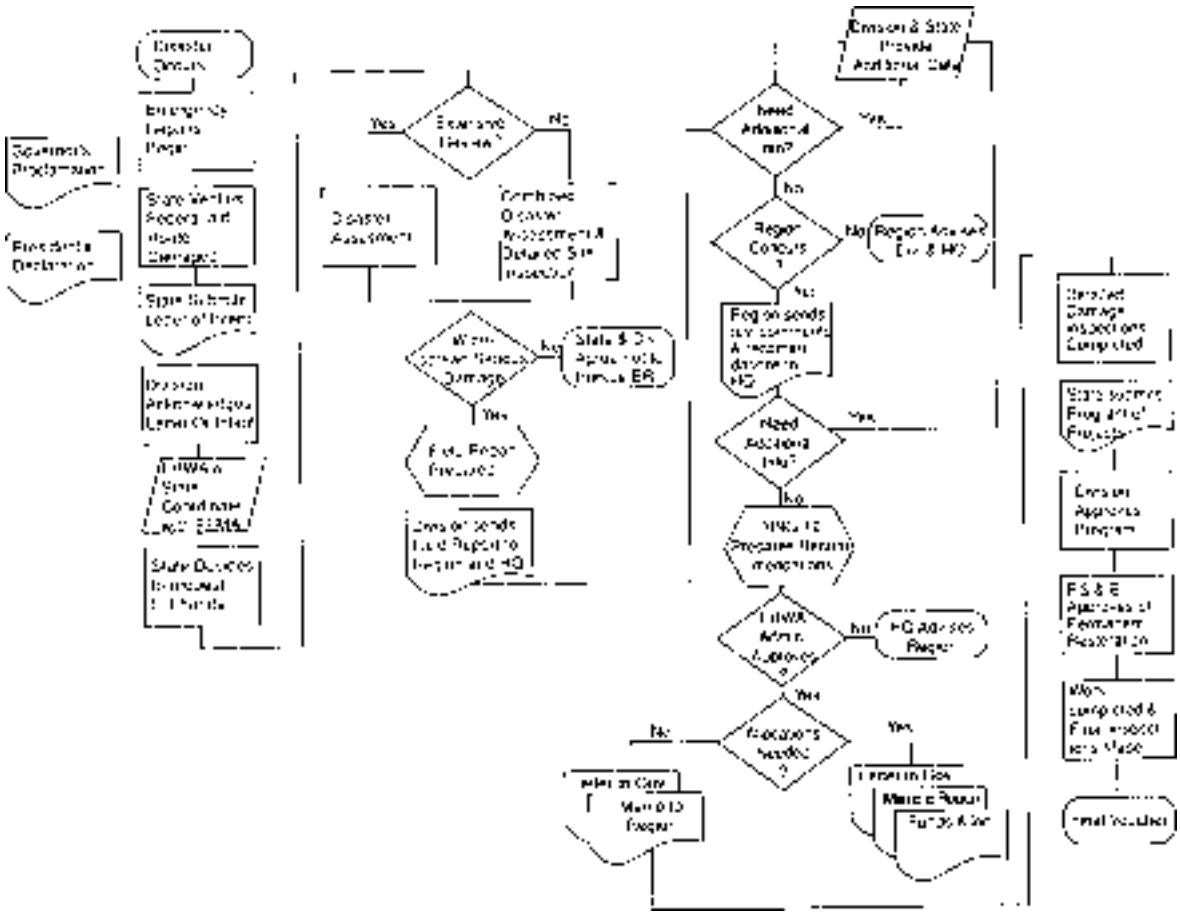
Appendix A: Flow Chart of the Emergency Relief Process



Appendix B: Typical Letter of Intent for a State Highway Agency Involving a Natural Disaster

TO: _____, _____, Division Administrator
Federal Highway Administration

FROM: _____, _____, _____
Administrator and State Highway Engineer

SUBJECT: Severe Flooding in *[State]*
January 14, 19__

Under provisions of Title 23, U.S.C., Section 125, this is notice of intent by the *[State]* State Highway Department to request emergency relief funds to assist in the cost of repairing damages on the Federal-aid highways in *[State]* damaged by the extreme runoff and flooding following the storm beginning January 14, 19__.

Attached is a copy of the Declaration by Governor _____ of a State of Disaster in *[State]* on January 15, 19__. Please request concurrence by the Federal Highway Administrator in this Declaration.

Preliminary estimates of the damages sustained to the Federal-aid highways will be forwarded within a few days when assembled.

We are proceeding expeditiously to maintain two-way traffic at all locations and to repair those sections sufficiently to protect facilities from further damage.

Attachment

Appendix C: U.S. Department of Transportation Damage Inspection Form

Washington State Department of Transportation

Detailed Damage Inspection Report
FHWA Emergency Relief

Applicant	County(s)	FHWA Disaster No.
Location of Damage (Name of Road or Street)	Milepost From _____ To _____	Inspection Date Federal-Aid Route
Description of Damage (Include Bridge Number(s) if Applicable)		Local /State Project No(s).

Cost Estimate (Including Preliminary and Construction Engineering)

Temporary/Emergency Repair and Incidental Permanent Restoration work are eligible for 100% Federal participation until _____

Temporary/Emergency Repair *(Work required to restore essential travel and protect the remaining facility from immediate threat.)*	Temp./Emerg. Repair
Method of Work: ☐ Local/State Force Account ☐ Emergency Contract **Total Temporary Repair**	$
Incidental Permanent Restoration *(That portion of the permanent work which has been determined to be more economical to be constructed along with the Temporary/Emergency work.)*	Incid. Perm. Restoration
Method of Work: ☐ Local/State Force Account ☐ Emergency Contract **Total Incidental Perm.**	$
Permanent Restoration *(This work is eligible for Federal participation at the standard matching ratio. This work **must receive additional FHWA authorization before advertisement**.) Describe any proposed betterments and their eligibility.*	Permanent Restoration
Preliminary Engineering	_____
Right of Way	_____
Construction	_____
Method of Work: ☐ Local/State Force Account ☐ Contract **Total Perm. Restoration**	$

NEPA Environmental Classification ☐ Categorical Exclusion ☐ EA/EIS	**Total Estimated Cost**	$
Recommendation ☐ Eligible ☐ Ineligible	FHWA Engineer	Date
Concurrence ☐ Yes ☐ No	State Representative	Date
Concurrence ☐ Yes ☐ No	Local Agency Representative	Date

☐ At the time of this inspection, all work was complete; therefore, this report constitutes the final field inspection.

DOT Form 300-001EF 1/97

WSDOT Maintenance Offices

	Northwest Region	North Central Region	Olympic Region	Southwest Region	South Central Region	Eastern Region
Region Offices	15700 Dayton Ave. N P.O. Box 330310 Seattle, WA 98133-9710 (206) 440-4656 Fax (206) 440-4806	1551 N Wenatchee Ave. P.O. Box 98 Wenatchee, WA 98807-0098 (509) 667-3065 Fax (509) 667-2940	5720 Capitol Blvd. P.O. Box 47440 Olympia, WA 98504-7440 (206) 357-2607 Fax (206) 357-2601	4200 Main Street P.O. Box 1709 Vancouver, WA 98668-1709 (360) 905-2020 Fax (360) 905-2222	2809 Rudkin Road Union Gap P.O. Box 12560 Yakima, WA 98909-2560 (509) 575-2565 Fax (509) 575-2561	North 2714 Mayfair St. Spokane, WA 99207-2090 (509) 324-6538 Fax (509) 324-6005
Area 1	512 Sunset Drive Bellingham, WA 98225 (360) 676-2100 Fax (360) 676-2059	2830 Euclid Avenue Wenatchee, WA 98807-0098 (509) 667-2811 Fax (509) 667-2850	11211 41st Ave. SW Tacoma, WA 98449-4694 (253) 589-7255 Fax (253) 589-7270	4200 Main Street P.O. Box 1709 Vancouver, WA 98668-1709 (360) 905-2130 Fax (360) 905-2222	151 S Bullfrog Road Cle Elum, WA 98922 (509) 575-2827 Fax (509) 576-3772	No. 12223 Hwy 395 Spokane, WA 99218 (509) 324-6586 Fax (509) 324-6573
Area 2	1783 Cedardale Road Mount Vernon, WA 98273 (360) 428-1386 Fax (360) 428-1424	804 Basin Avenue North Ephrata, WA 98823 (509) 754-2056 Fax (509) 754-6070	8293 Spring Creek Road SE Pt. Orchard, WA 98366-9613 (360) 895-4753 Fax (360) 895-4743	1155 SW Williams P.O. Box 829 Chehalis, WA 98532 (360) 748-2181 Fax (360) 748-2402	900 East Selah Road Yakima, WA 98901 (509) 575-2577 Fax (509) 575-2020	P.O. Box 150 Colfax, WA 99111 (509) 456-5028 Fax (509) 397-3117
Area 3	709 North Broadway Box 627 Everett, WA 98206 (425) 339-1780 Fax (425) 339-1785	28862 Hwy 97 P. O. Box 648 Okanogan, WA 98840 (509) 826-7364 Fax (509) 826-7367	1707 South C Street Port Angeles, WA 98362 (360) 457-2713 Fax (360) 457-2527	103 Fifth Street Raymond, WA 98577 (360) 942-2092 Fax (360) 942-2677	1816 North Fourth Ave. Pasco, WA 99301 (509) 545-2202 Fax (509) 545-2412	P.O. Box 700 Davenport, WA 99122-0700 (509) 456-5094 Fax (509) 725-0180
Area 4	26620 68th Ave. S Kent, WA 98032 (252) 872-6470 Fax (253) 872-2635		4801 Olympic Highway Aberdeen, WA 98520 (360) 533-9355 Fax (360) 533-9449	P.O. Box 125 1261 Scalehouse Road Goldendale, WA 98620 (509) 773-4533 Fax (509) 773-6917	Route 4, Box 193 Walla Walla, WA 99362 (509) 527-4548 Fax (509) 527-4128	P.O. Box 230 Colville, WA 99114 (509) 684-7434 Fax (509) 684-7316
Area 5	10833 Northup Way NE Bellevue, WA 98004 (425) 822-4161 Fax (425) 739-1814					

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
EMERGENCY CALL DIRECTORY - SERVICE CENTER

STATE EMERGENCY MANAGMENT 24 HOUR NUMBER

Duty Officer 1-800-258-5990
360-438-8639

RADIO NO.	NAME	TITLE/ ASSIGNED AREA	OFFICE PHONE (360)	HOME PHONE (360)	CELLULAR PHONE (360)
1	Morrison , Sid	Sec. of Transportation	705-7054	866-7256-Oly (509) 865-4766-Zillah	951-0504
11	Smith, Gerry	Dpty. Sec. of Transp.	705-7032	753-4477	951-4124
	White, Gretchen	Dpty. Sec. of Transp.	705-7012	357-5851 734-0377-Bellingham	951-5130
	Nelson, Don	Asst. Sec. Env. & Engr.	705-7101	866-0854	561-4544
FIELD OPERATIONS					
2	Conrad, John	Asst. Sec. Ops.	705-7801	491-8221	951-4752
	Klein, Angie	Conf. Sec.	705-7800	272-0938	
22	Kirkland Ken	Chief Maint. Engr.	705-7851	573-6200	561-4743
	Simmonds, Terry	Emer. Mgmt Prog.	705-7857	943-3323	561-4741
	Bowers, Dave	Roadway Maint. Eng.	705-7862	943-9575	
	Manicke, Jack	Staff Superintendent	705-7852	942-2358	790-4657
	Diseth, Barry	Motor Carrier Serv.	664-9497	866-4523	561-4736
	Pierce, Doug	Environmental Support	705-7812	845-4890	
	Baroga, Rico	Roadside Maint. Prog.	705-7864	705-4448	
	DeBolt, Fred	Equip & Fac. Admin.	705-7880	866-0573	
	Sisson, Ron	Capital Fac.	705-7888	491-0834	
5	Farnsworth, Dave	Transp. Equip. Prog.	705-7883	964-4117	
4	Hull, Alan	Radio Comm. Prog.	705-7013	206-432-9145	951-0253
	Malfabon, Rudy	Chief Const. Eng.	705-7821	943-8788	791-0845
	Howard Ron	Const. Office	705-7823	360-736-2220	791-0846
	Spaid, Jim	Const. Office	705-7824	491-8809	791-0848
	Lewis, Ron	Bridge Const. Eng.	705- 7827	438-8697	791-0849
	Swartz, Rex	Safety & Health Adm.	705-7099	535-2738	
	Baker, Thomas	Materials Engineer	709-5401	459-9250	701-5253
	Walter, Jim	Asst. Materials Engr	709-5410	786-9214	
	Allen, Tony	Geotechnical Engineer	709-5450	357-3814	
	Pierce, Linda	Pavement Mat. Eng.	709-5474	253-536-5805	
	Lowell, Steve	Chief Geologist	709-5460	754-7909	
TSM			(360)	(360)	(360)
29	Rickman, Toby	Traffic Engr.	705-7280	357-7430	481-1955
	Shanafelt, Jim	Asst. Traffic Engr.	705-7282	754-1965	
BRIDGE			(360)	(360)	(360)
	Weigel, Jerry	Bridge & Struct. Engr.	705-7207	943-5535	951-8269
	Ruth, Chuck	Bridge Design Engr.	705-7209	456-4386	791-2983
	Polodna, Mike	Bridge Mgmt. Engr.	753-4739	357-9328	461-3340
COMMUNICATIONS & PUBLIC INVOLVE.			(360)	(360)	(360)
Lundeen, Clarissa		Public Information	705-7080	412-1212	
Eubanks, Grace		Public Information	705-7077	253-565-0701*	
Lampe, Lynn		Public Information	705-7075	753-4919	

RADIO NO. NAME	TITLE/ ASSIGNED AREA	OFFICE PHONE	HOME PHONE	CELLULAR PHONE
FINANCE & ADMIN.		(360)	(360)	(360)
Morgenstern, Helga	Assistant Secty.	705-7400	491-1574	951-2191
Ford, Bill	Budget Officer	705-7500	956-1947 Pager	971-4994
Sergeant, Suzanne	Budget	705-7543	866-8555 Pager	971-4991
Stewart, Stephen	Budget	705-7541	352-2147 Pager	971-4992
Arnis, Amy	Financial Planning	705-7525	923-4719	
Anderson, Bob	Adm. Ser. Manager	705-7731	456-5244	971-6396 (Pager)
Frasier, Myrna	Office Services	705-7755	705-2392	791-1958
Heitzman, Linda	Telecommunications	705-7777	456-0640	786-3777 (Pager)
Johnson, Taylor	Telecommunications	705-7776	866-1326	534-8124 (Pager)
McDermott, Dee	Mail Center	705-7734	456-6990	
Norton, Dennis	Purchasing	705-7746	754-0889	
Schultz, Karen	Office Services	705-7755	709-9918	791-1787
Richeson, Bill	Record Services	705-7761	253-839-6329	
Smith, Gary	Purchasing	705-7710	456-4924	
Stickler, Jan	Records Services	705-7760	754-0669	
Tober, Juan	Purchasing & Inventory	705-7736	253-752-1120	
Wepfer, Fred	Facilities Planning	705-7633	459-5836	701-1865
Wiley, Pearl	Stockroom	705-7749	426-9088	971-1816 (Pager)
Yates, Marcy	Accounting Chief	705-7513	866-9168	
Crump, Lee	Acct. Rec., Bill, Sup Svcs	705-7550	866-9466	
McGourin, Bill	Accounting Services	705-7560	491-9307	
Julius, Larry	Reconciliations/Reports	705-7530	426-0100	
May, Kahy	MIS, Chief	705-7601	866-1795	561-5499
			Pager	971-0578
DeFries, Dennis	Infra. Network. Manager	705-7707	491-7601*	951-1969
			Pager	534-3128
Niemi, Deea	Info. Tech. Ctr. Manager	705-7605	352-7768	301-1803
			Pager	971-4602
Sergeant, Mike	Infrastructure Tech. Serv.	705-7667	866-8555	951-2903 (Pager)
Henselman, Bill	Risk Mgmt. Manager	753-2101	582-3611	791-4662
Johnson, Streator	Disaster Claims Invest.	753-2101	786-6798	791-4662
Larson, Joe	Tort Claims Adm.	753-2101	705-1737	791-4662
AVIATION		(206)	(206)	(206)
McIver, Mac `	Program Manager	764-4131	360 897-8822	949-1004
			Pager	559-1012
Lee, Newell R.	Program Specialist	764-4131	833-8220	559-1013
Mac Spadden	Program Specialist	764-4131	854-1089	949-1006
WSF		(206)	(206)	(206)
Operations Center	24 hour duty officer	515-3456		
PUBLIC TRANSPORTATION AND RAIL		(360)	(360)	(360)
Silins, Cathy	Public Transp. Manager	705-7919	493-1713	
Slakey, James	Act. Dir. Public Transp.	705-7920	705-4231	791-2443
Uznanski, Ken	Rail Branch, Acct Manager	705-7905	866-4249	791-0257

RADIO NO.	NAME	TITLE/ ASSIGNED AREA	OFFICE PHONE	HOME PHONE	CELLULAR PHONE
PLANNING AND PROGRAMMING			(360)	(360)	(360)
	Walker, James	Aerial Photo, Supervisor	709-5555	491-7417	
	Green, Jan	Cartography, Supervisor	709-5522	943-9290	
	Vacant	Data Collection, Manager	753-5386		
EASTERN REGION					
ADMINISTRATION			(509)	(509)	(509)
601	Lenzi, Jerry	Regional Administrator	324-6010	466-7534	993-8330
	Metcalf, Keith	Asst. R.A. for Develop.	324-6020	926-0022	993-4169
				Hand Held	990-4180
602	Chatterton, Larry	Asst. R.A. for Operation	324-6538	467-4783	993-1300
6010	Janousek, Gary	Asst. R.A for Const.	324-6125	448-0467	220-6096
	Robertson, Ralph	Const,/Devel. Engineer	324-6021	276-5710	993-4868
	Frucci, Mike	Development Engineer	324-6025	927-2342	993-4168
605	Clouse, Craig	Acting Equip. Supt.	324-6516	467-3029	993-4169
607	Trepanier, Ted	Traffic Engr.	324-6550	467-3736	990-1506
606	Dantzler, Loran	Saftey Officer	324-6070	466-4736	990-3857
	Gilson, Al	Public Infor. Officer	324-6015	922-4259	990-1504
	Nelson, Paul	Maint. Adm. Engineer	324-6537	328-8551	
AREA 1 SPOKANE			(509)	(509)	(509)
611	Clemenson, Gary	Supt., Spokane	324-6586	327-6753	991-7612
		Pager	625-2819		
612	Kinser, Lyle	Asst. Supt., Spokane	324-6587	468-9347	993-3264
		Pager	625-9074		
613	Bierce, Doug	Super. Inc. Res./Striper	324-6592/324-6561	327-5058	993-3266
		Pager	625-2818		
		Incident Response Pager	622-2214	Mobile 458-9731	
616	Edmiston, Harold	Super. Spokane E&N	324-6589	992-8046	993-2858
		Pager	625-2736		
617	Mattson, Bud	Super. Spokane W	324-6588	466-3148	993-7935
		Pager	625-9074		
AREA 2 COLFAX			(509)	(509)	(509)
621	Nichols, Tom	Supt. Colfax	324-6581	Pager 622-6879	336-3260
622	Cooper, Gary	Asst. Supt., Colfax	324-6581	397-3395	
623	Ulrich, Howard	Super. N.Colfax/Oaksdale	324-6581	397-3390	993-6811
624	Roberts, Dennis	Super. S.Colfax/Pullman	324-6581	635-1656	993-6511
AREA 3 DAVENPORT			(509)	(509)	(509)
631	Luiten, Dale	Supt. Davenport	324-6583	244-5149	990-0577
632	Vacant	Asst. Supt. Davenport	324-6583		
633	Miller, Jay	Super. Ritzville Sprague	324-6583	725-8408	990-0578
634	Hopkins, Don	Super. Davenport	324-6583	636-2244	981-3985
AREA 4 COLVILLE			(509)	(509)	(509)
641	Hausman, Bryan	Supt. Colville	684-7434	684-3266	680-0189
642	Schilling, Richard	Super. Colville N&W	684-7434	738-4035	680-0190
643	Horton, Roger	Supv. Colville E&S	684-7434	684-5628	680-0368

RADIO NO.	NAME	TITLE/ ASSIGNED AREA	OFFICE PHONE	HOME PHONE	CELLULAR PHONE
TRAFFIC			(509)	(509)	(509)
673	Montgomery, Bill	Traffic Signal Super.	324-6555	235-6384	993-6283
6731	Oscarson, Ed	Signal Tech.	324-6555	447-3958	993-3260
6732	Putman, Tom	Signal Tech.	324-6555	238-4260	993-3262
6733	Heale, Ken	Electronic Tech.	324-6555	924-5033	991-8405
6734	Dodrill, Chris	Signal Tech.	324-6555	939-1181	939-1181
CAPITAL FACILITIES			(509)	(509)	(509)
	Humphreys, Russ	Facilities Planner	324-6546or324-6545	532-0821 994-0821	994-0601 Car Phone...991-3635
	Whigham, George	Facilities	324-6545		995-6123
RADIO			(509)	(509)	(509)
604	Mike Bueckers	Radio Shop	324-6572		993-1462
			Hand Held 6575-6501 or 6565-604		
	Vacant	Radio Shop	324-3543		
PROJECT ENGINEER			(509)	(509)	(509)
	Eik, Larry	Region wide	533-2196	924-1446	993-3404
	Olson, Ken	Region wide	324-6140	468-8307	458-9728
	McCallum, Darrel	Region wide	324-6200	927-2381	939-4247
	Vacant	Region wide	324-6242		220-5347
	Olson, Gordan	Region wide	324-6232	467-6944	993-1004
	Martin, Keith	Region wide	324-6095	838-0211	951-3595
UTILITIES/DEVELOPER					
	Lewis, John	Region wide	324-6124 Pager 459-1718	326-2218	951-6800

NORTH CENTRAL REGION

ADMINISTRATION			(509)	(509)	(509)
201	Senn, Donald	Regional Administrator	667-3001	662-7477	669-2496
202	Stowe, Bob	Maint. Engr.	667-3065	663-5450	670-3013
203	Stokes, Bill	Const. Engr.	667-3030	662-0270	
207	Ring, Jennene	Traffic Engineer	667-3080	737-3408	670-3063
205	Callis, Don	Equipment Supt.	667-2950	745-8890	
	Johnson, Greg	Facilities Eng.	667-3070	663-4064	
AREA 1 WENATCHEE			(509)	(509)	(509)
211	Standerford, Dewayne	Maint. Supt.	667-2811	663-0278	421-9182
213	Slager, Charlie	Maint. Supv.	667-2812	754-8940	
214	Wood, Rick	Maint. Supv.	782-7408	782-1174	
AREA 2 EPHRATA			(509)	(509)	(509)
221	Heinold, Lionel	Maint. Supt.	754-2056	754-5524	
223	Walker, Keith	Maint. Supv.	765-6145	765-2220	
AREA 3 OKANOGAN			(509)	(509)	(509)
231	Myers, Gary	Maint. Supt.	826-7364	682-5271	
232	Saenz, Celso	Maint. Supv.	826-7364	422-1424	
238	Holeman, Jerry	Maint. Supv.	997-3081	997-7721	
242	Gates, Dan	Maint. Supv.	633-1940	633-1165	
AVALANCHE CONTROL			(509)	(509)	(509)
2811	Schmoker, Marty	Aval. Con. Supv.	664-1257	548-6445	

RADIO NO. NAME	TITLE/ ASSIGNED AREA	OFFICE PHONE	HOME PHONE	CELLULAR PHONE
PROJECT ENGINEERS		(509)	(509)	(509)
292 Mahre, Paul	Region wide	667-2860	884-3700	
295 Berg, Kirk	Region wide	667-2870	884-1122	
293 Moore, Stan	Region wide	667-2880	664-6512	
NORTHWEST REGION				
ADMINISTRATION		(206)	(206)	(206)
Okamoto, John	Regional Administrator	440-4691	722-1900	948-9821
Dye, Dave	Dpty Reg. Administrator	440-4693	253-838-8127	948-9820
Southern, Bill	Public Affairs	440-4698	525-5287	949-8798
1021 Lentz, Tom	Maintenance Engineer	440-4656	523-6103	948-5518
1022 Rush, Daryl	Asst. Maint./Oper.	440-4655	360-886-0597	940-2011
0106 Swenson, Sam	Safety Officer	440-4070	360-698-2112	
Rennie, Robert	Construction Engineer	440-4652	425-868-5379	940-3150
Radio	Regional. HWY RADIO	440-4490 Emergency Only 440-4491		
BRIDGE BRANCH		(425)	(425)	(425)
0191 Moylan, Pat	Superintendent	822-4163	868-0466	949-5061
0192 Allen, Archie	Asst. Superintendent	822-4163	820-2905	948-4672
0193 Harvey, Craig	Regionwide Supv.	339-1778	360-668-2030	949-5084
0196 Shoop, Charlie	Supv. Floating	206-232-6174	360-794-4629	949-5284
FACILITIES		(206)	(206)	(206)
0105 Murdock, Doug	Facilities Engineer	768-5705	324-4436	409-1581
1050 McCully, Craig	Plant Manager	768-5706	253-891-2263	994-8131
Carpenter, Michael	Dayton Ave. Plant Mngr	440-4145	517-5669	991-6333
Shaw, Jim	Facilities Design Engineer	768-5710	425-885-0494	986-1375
Region wide Emergency Pager #		206-998-6015		
SHOP		(206)	(206)	(206)
1601 Gegoux, Curt	Supv. Maint. Areas	768-5822	946-1287	948-0135
1602 Haley, Alan	Supv. Corson Shop	768-5826	854-8183	
SIGNALS		(206)	(206)	(206)
0171 Schleichert, Kurt	Signal Supt.	764-4007	435-6004	940-3059
0172 Vacant	Asst. Supt.	764-4250		999-5720
AREA 1 BELLINGHAM		(360)	(360)	(360)
0111 McDonald,	Jim Superintendent	676-2100	733-9230	739-0548
0112 Bigler, Stan	Asst. Supt.	676-2100	676-9661	739-0836
0113 Hernandez, Tony	Supv. West	676-2100	724-4510	739-2060
0115 Morgan, Rod	Supv. East	676-2100	384-5838	961-8571
1851 Hansen, Greg	Incident Response Team	676-2100	733-1698	739-0838
AREA 2 MT. VERNON		(360)	(360)	(360)
0121 Dempsey, Ted	Superintendent	428-1386	425-355-9577	961-4034
0122 Stark, Wayne	Asst. Supt.	428-1386	435-8401	961-2849
0123 Carter, Jim	Supv. Sedro Woolley	428-1386	435-8465	961-2317
0124 Glass, Kim	Supv. Mt. Vernon	428-1386	629-9076	961-2316
1852 Morton, Ron	Incident Response Team	428-1386	755-9575	
IRT Truck North Cell # 360-708-9556		IRT Truck South Cell # 360-708-4941		

RADIO NO. NAME	TITLE/ ASSIGNED AREA	OFFICE PHONE	HOME PHONE	CELLULAR PHONE
AREA 3 EVERETT		(425)	(425)	(425)
0131 Pierce, Dave	Superintendent	339-1780	338-0621	239-9817
0132 Carlson, Dennis	Asst. Supt.	339-1780	659-5912	239-9818
0137 Rench, Cecil	Supv. Snohomish	206-805-1151	793-0993	239-9820
0133 Knutson, Ralph	Supv. Everett	339-1780	435-2665	210-9879
1853 Russell, Steve	Incident ResponseTeam	339-1780	568-7650	239-9816
AREA 4 KENT		(253)	(253)	(253)
0141 Komac, Don	Superintendent	872-6470	425-485-4470	949-8943
0142 Ward, Gary	Asst. Supt.	872-6470	850-6109	948-1631
0143 Golden, Mike	Supv. Kent	931-3995	891-1135	949-8987
0146 Kruger,Paul	Supv. Renton	872-6470	939-7808	949-8944
0149 Riley, Vern	Supv. Signs	872-6470	475-7324	947-4595
1854 Parise, Lorena	Incident ResponseTeam	872-6470	425-413-0632	799-6739
AREA 5 SEATTLE		(425)	(206)	(206)
0151 George, Phil	Superintendent	822-4161	367-9255	954-4709
0159 Thompson, Nancy	Asst. Supt.	822-4161	881-9234	949-9002
0152Katzer, Mike	Asst. Supt.	822-4161	772-5459	949-8997
0155 McBride, Jim	Supv. Spokane Street	455-7115	425-392-5392	949-8996
153 Johnson, Vern	Supv. Ballinger	206-764-4254	365-3903	940-2623
150 Brim, John	Supv. Plant life	206-764-4256	242-7292	499-3548
0158 Mager, Carl	Supv. Tunnel	206-587-5071	391-1822	409-1822
PROJECT ENGINEER		(206)	(206)	(206)
7851 Baker, Tom	Seattle - South	768-5721	822-4682	949-1560
7351 Goller, Ingo	Seattle - South	872-2958	491-5283	940-3199
7501 Liffick, Gary	Seattle - South	768-5791	488-3768	949-1547
7901 Scanlon, Joe	Seattle - South	872-2962	235-7650	948-9765
7701 Henry, Kim	Seattle - East	764-4247	783-9322	799-1193
7801 LaVassar, Jay	Seattle - East	453-3082	283-8058	948-3732
7551 Erickson, Ron	Seattle - East	455-7012	246-5767	948-1733
7970 Pannanen, Ron	Seattle - East	872-2956	632-6248	
7330 Johnson, Ken	North Region	428-1593	293-2079	
7401 Lenssen, Marlin	Everett/Snohomish Co.	339-1719	488-2760	
7751 Miller, Steve	Everett/Snohomish Co.	339-1702	364-9148	348-1821
Dyer, Al	North Seattle	368-4493		348-1821
7601 Arnold, Ray	Seattle - Central	764-4288	297-4412	949-4027
7201 Madden, Tom	Seattle - Central	464-6987	783-8380	
6450 Arnold, Cathy	Seattle - Central	720-3000	297-4412	940-0463
7250 Stiles, Allen	Materials Lab	768-5907	762-7430	
OLYMPIC REGION				
ADMINISTRATION		(360)	(360)	(360)
301 Demich, Gary	Regional Administator	357-2605	923-9475	791-0888
303 Whitehouse, Don	Asst. Reg. Adm. for Ops.	357-2607	352-2564	791-1685
3031 Walter, Jerald	Asst. Oper. Engineer	357-2619	943-3518	791-1461
3032 Brosio, Jim	Asst. Oper. Engineer	357-2614	943-9947	791-5106
3033 Keegan, Chris	Asst. Oper. Engineer	357-2604	459-1177	791-1806
305 Green, Jim	Reg. Equip. Supt.	357-2640	491-6065	791-2259
306 Barnett, Terry	Reg. Safety Officer	357-2615	(253)891-8311	789-5677
309 Rickman, Toby	Reg. Traffic Engr.	357-2670	357-7430	791-0722

RADIO NO.	NAME	TITLE/ ASSIGNED AREA	OFFICE PHONE	HOME PHONE	CELLULAR PHONE
3090	Bennett, Steve	Asst. Traffic Engr.	357-2673	943-3584	
	Briggs, Ann	Public Affairs	357-2789	357-3051	789-2662
	Radio	Regional HWY Radio	(253)536-6089/536-6022		
AREA 1 TACOMA			(253)	(253)	(253)
311	McGill, Casey	Maint. Supt.	589-7255	876-4816	381-4331
312	Caddell, Travis	Asst. Maint. Supt.	589-7255	845-1837	381-4266
313	Nelson, Alan	Maint. Supv.	589-7255	569-2204	381-0791
3144	Mitchell, Bill	Maint. Supv.	589-7255	759-5819	381-4895
318	Ulmer, Dennis	Susp. Bridge Supv.	566-5746	848-1470	370-7155
380	Roberts, Larry	Incident Response Supv.	536-6216	584-9347	381-7977
AREA 2 PORT ORCHARD			(360)	(360)	(360)
321	Komac, Joyce	Maint. Supt.	895-4753	253-485-4470	509-3090
322	Treese, Frank	Asst. Maint. Supt.	895-4753	871-5062	731-2440
323	Deemer, Larry	Maint. Supv. West	427-2110	426-0902	791-2751
324	Tyner, George	HCFB Supv.	895-4753	437-2325	731-1629
326	Greenfield, Gene	Maint. Supv. East	895-4753	871-1607	731-1639
AREA 3 PORT ANGELES			(360)	(360)	(360)
331	Loshonkohl, Bob	Maint. Supt.	457-2713	681-0134	
332	Clotfelter, Don	Maint. Supv.	457-2713	452-3552	460-0167
333	Palacios, Jeff	Maint. Supv. East	457-2713	683-0619	
334	Nordstrom, Don	Maint. Supv. West	374-5175	374-5694	
AREA 4 ABERDEEN			(360)	(360)	(360)
341	Bashon, Ron	Maint. Supt.	533-9346	532-3395*	538-7793
342	Kniert, Jim	Asst. Maint. Supt.	533-9346	482-4732	538-7791
343	Gibbs, Tom	Eas Co. Supv.	533-9447	495-3218	538-7648
344	Shumate, Ernie	West Co. Supv.	533-9344	533-5094	538-7792
BRIDGE/FACILITIES			(360)	(360)	(360)
351	Keegan, Chris	Asst. Oper. Engr. (Fac)	357-2604	459-1177	791-1806
354	Houser, Arkie	Bridge Maint. Supv.	357-2655	736-3220	789-4542
SIGNALS			(360)	(360)	(360)
361	Anders, Don	Signal Supt.	357-2616	459-2922	
PROJECT ENGINEER			(360)	(360)	(360)
376	Erickson, Dave	Lacey	753-3633	438-6802	791-2180
375	Ahles, Tim	Tumwater	586-5863	456-6604	791-7893
373	Landon, Ron	Tacoma	253-566-5609	459-3027	791-0316
377	Morishige, Mike	Midland	253-536-6035	754-9756	253-381-8454
374	McDaniel, Craig	Port Orchard	876-7540	253-895-2746	731-2495
372	Moore, Jerry	Port Angeles	457-2575	928-3635	460-7106
371	Hart, John	Aberdeen	533-9352	532-5467	580-1210

RADIO NO.	NAME	TITLE/ ASSIGNED AREA	OFFICE PHONE	HOME PHONE	CELLULAR PHONE
SOUTH CENTRAL REGION					
ADMINISTRATION			(509)	(509)	(509)
501	Pittman, Leonard	Regional Administrator	575-2516	697-6847	961-5371
502	Bjorge, Eilert	Maint. Engr.	575-2565	925-5689	945-3651
503	Nickson, Phil	Const. Engr.	575-2520	965-1058	945-1095
504	Hoffman, Walt	Radio Tech.	575-2570	453-5349	945-2471
505	Hallely, Bruce	Equip. Supt.	575-2574		945-2593
506	Frudd. Wayne	Region Safety Officer	575-2568	658-2429	945-2314
507	Gifford, Rick	Traffic Eng.	575-2521	965-6727	930-5944
	Floyd, Dan	Maintenance Analyst	575-2589	248-7232	
	Radio	Region HWY RADIO	575-2566		
AREA 1 CLE ELUM			(509)	(509)	(509)
511	Kukes, Terry	Maint. Supt.	674-4443/575-2827	925-1354	856-7156
512	Vacant	Asst. Maint. Supt.	674-4443/575-2827		856-7152
513	Minerich, Al	Maint. Supv.	674-4443/575-2827	674-2713	856-7153
561	Simmons, Ron	Maint. Supv.	962-9874/576-3004	674-5694	856-7156
581	Krahenbuhl, Sam	Maint. Supv.	(425)434-6258/453-6432	674-2398	856-7158
AREA 2 YAKIMA			(509)	(509)	(509)
521	Wherry, Don	Maint Supt.	575-2593	968-5311	945-2851
523	Laidler, Chuck	Maint Supv.	653-2700/653-2439	956-4581	945-2854
524	Wolf, Garry	Maint Supv.	575-2577	698-3893	945-2855
526	Turnley, Les	Maint. Supv.	865-2437	248-0783	945-2853
AREA 3 PASCO			(509)	(509)	(509)
531	Root, Tom	Maint. Supt.	545-2202	882-3623	948-3449
532	Martin, Bob	Asst. Maint. Supv.	545-2202	582-6101	948-4977
533	Stearns, Bill	Maint. Supv.	786-1520	786-1375	948-0180
534	Cabbage, David	Maint. Supv.	786-1520	786-4493	948-1570
AREA 4 WALLA WALLA			(509)	(509)	(509)
541	Trout, Mike	Maint. Supt.	527-4548	525-1016	520-1353
543	Beyersdorf, John	Maint. Supt.	527-4548	529-7486	520-1352
544	Mock, Ronnie	Maint. Supv.	758-6401	758-6157	520-1351
AVALANCHE CONTROL			(425)	(425)	(425)
586	Wilbour, Craig	Aval. Cont. Supv.	434-6143	434-6619	
	Redden James		453-6434	(206-323-2375 or (434-6308)	
	Gibson, Rob		453-6434	434-7011	
PROJECT ENGINEER			(509)	(509)	(509)
	Gonseth, Paul	Yakima	454-7258	697-6373	945-2154
	Dwyer, Jim	Yakima	575-2379	945-3040	930-0291
	Schmidt, Virgil	Pasco	545-2381	783-9515	531-6638

Alpental 425-434-7669 ext. 3495 or ext 3491 or 3298
Mark Matanich 509 649-3424
Bob Hornbein 509 649-3691
Jon Barker 425-434-6669
Pete Finley 425-434-6645
Eugene Peterson 509-962-6159
Katie Ceicil 509-649-2352 (Rescue dog)
Mason Shuur 509-962-3005
John Stimberis 509-962-1709

RADIO NO.	NAME	TITLE/ ASSIGNED AREA	OFFICE PHONE	HOME PHONE	CELLULAR PHONE
SOUTHWEST REGION					
ADMINISTRATION			(360)	(360)	(360)
401	Wagner, Don	Regional Administator	905-2001	891-0392	609-0105
402	Vacant	Operations Engineer	905-2020		921-6264
403	Ficco, Doug	Construction Engineer	905-2023	574-5118	600-3507
405	Engman, Jerry	Region Equipment Supt.	905-2272	576-2827	600-3210
4011	Martinez, Ralph	Region Safety Officer	905-2010	573-3730	607-2447
457	Rubstello, Les	Traffic Eng.	906-2240	576-8849	606-4836
4578	Markuson, Stan.	Traffic Sys. Eng.	905-2241	263-3950	607-2453
AREA 1 VANCOUVER			(360)	(360)	(360)
411	Canter, Steve	Maintenance Supt.	905-2130	263-3938	901-7451
412	Connery, Bob	Maint. Supv.-Vancouver	905-2134	896-4244	253-1995
417	Simmons, Jim	Maint. Supv.-Kelso	577-2231	758-2169	430-2452
4116	Kofstadt, Bob	Incident Response	905-2135	225-8502	921-1763
AREA 2 CHEHALIS			(360)	(360)	(360)
421	Simonsen, Paul	Maintenance Supt.	748-2181	274-4346	520-0874
422	Wiediger, Dale	Maint. Supv.-Chehalis	748-2181	262-9426	520-2914
423	Robbins, Craig	Maint. Supv.-Morton	496-5516	262-3930	520-0547
427	Jenkins, Rick	Maint. Supv.-White Pass	509-672-3170	494-7496	520-5337
AREA 3 RAYMOND			(360)	(360)	(360)
431	Dotson, Gene	Maintenance Supt.	942-2092	875-9955	749-1661
432	Stritmatter, Larry	Maint. LT.-Raymond	942-9092	942-5110	749-2414
433	Messick, Herb	Maint. Supv.-Naselle	484-3481	777-8226	749-1663
AREA 4 GOLDENDALE			(509)	(509)	(509)
441	Wall, Bud	Maintenance Supt.	773-4533	773-6688	541-993-0634
442	Krause, Steve	Maint. Supv.-Goldendale	773-4533	773-6371	
443	Hoagland, Dave	Maint. Supv.-Bingen	493-2338	493-3960	
SPECIAL MAINTENANCE			(360)	(360)	(360)
451	Garcia, Ernie	Maintenance Supt.	905-2200 Pager 737-5700	573-7525	901-7452
452	Winters, Jerry	Maint. Supv.-Bridge	905-2206	693-8278	901-7448
454	Hazen, Rick	Maint. Supv.-Trades	905-2205	263-6776	901-7447
PROJECT ENGINEER			(360)	(360)	(360)
490	Revis, Amy	Kelso	577-2230	577-4365	
485	Pollock,Ron	Chehalis	748-2353	262-9411	520-4161
480	McClellan, Jim	Kozy Kamp	696-6030	263-3543	921-7490
4951	Schneider, Glenn	Longview	750-7091	687-1653	608-3141

* MEANS UNPUBLISHED NUMBER, DO NOT GIVE OUT

NOTE: If you are unable to reach the individual you are calling, you may call Northwest Region Radio to report emergencies for all the Regions except Olympic Region. Please call Olympic Region Radio to report emergencies within Olympic Region. Northwest and Olympic Region have a call out list for emergencies.
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1. Introduction

1.1 Background

The vast majority of incidents that impact the transportation system are accidents involving motor vehicles. These incidents present hazards to the motoring public but are generally isolated in small areas and can be routinely handled using Northwest Region resources. However, when an extraordinary disaster occurs, such as an earthquake, flood, or volcanic eruption, damage to the region may be widespread and the need to manage local, state, and federal resources intensifies. When such a disaster occurs, Northwest Region may need to coordinate emergency response efforts and resources with its maintenance offices, with Headquarters and other Regions, and with other local, state, and federal agencies.

1.2 Purpose

This plan describes the basic mechanisms by which Northwest Region will respond to and manage major natural and man-made emergencies that impact the state transportation system in Northwest Region. Although this plan does not establish absolute standards, it does establish uniform operating procedures and performance guidelines. In some instances, Northwest Region may be required to operate differently than stated in this plan in order to respond properly to an emergency. The judgment of trained personnel should be used in conjunction with this plan for emergency response operations.

1.3 Policies

During major emergencies, Northwest Region will implement the following WSDOT emergency response policies:

1.3.1 Protect the integrity of the state operated highway system and related facilities in order to minimize loss of life and property.

1.3.2 Repair and open damaged state highways and facilities as quickly as possible.

1.3.3 Assign personnel to disaster locations to oversee emergency response operations.

1.3.4 Provide information on emergency response operations to Olympia Service Center (OSC).

1.3.5 Cooperate with other agencies at the local, state, and federal levels as time and available work force allow.

2. Situation and Assumptions

2.1 Situation

This plan addresses Level II and III emergencies (as defined in Section 2.1.2) which may involve the coordination of local, state, and federal resources. These emergencies include, but are not limited to, the following events:

Natural Emergencies	**Human-Caused Emergencies**
Avalanches	Acts of Terrorism
Earthquakes	Civil Disturbances
Forest Fires	Dam Failures
Floods	Fixed Nuclear Facility Failures
Snow Storms	Hazardous Materials Incidents
Volcanic Eruptions	Search and Rescue Emergencies
Wind Storms	Fires or Massive Debris on WSDOT Facilities
	Large Scale Power and/or Communications Failures

2.1.1 Definition of "Emergency"

The Washington State Department of Transportation (WSDOT) defines an emergency as:

> *An unexpected, serious situation caused by an accident, natural disaster, or other unforeseen occurrence that has placed an existing state highway or a department-controlled property (real or personal) in jeopardy or has rendered the highway impassable in one or both directions and that requires prompt reconstruction, repair, or other work.*

2.1.2 Emergency Levels

Level I

Level I incidents are isolated events which can be routinely handled at the Regional level. These events may requires Northwest Region Incident Response Teams and/or maintenance or other WSDOT personnel to share resources with other state agencies or local government. WSDOT's *Incident Response Guide* provides information on responding to Level I incidents.

Level II

Level II emergencies are large scale events and may be widespread throughout the Region. These situations may or may not be resolved with resources from Northwest Region and can involve several

agencies and other Regions. The Northwest Region EOC, TSMC, and the OSC Maintenance Office may be used to respond to the emergency. Level II emergencies involve an emergency declaration by the Northwest Region Administrator to accomplish emergency work. Level II emergencies may also involve a proclamation of State of Emergency by the Governor and may involve a request for Presidential declaration of emergency or major disaster.

Level III

Level III emergencies are catastrophic events that require massive amounts of resources from local, state, and federal governments. For these events, the Northwest Region Administrator makes an emergency declaration to accomplish emergency work. The Northwest Region EOC, TSMC, and the OSC Maintenance Office will be used to coordinate WSDOT response and recovery operations. The Washington State Emergency Operations Center is activated to coordinate emergency management and response activities of all state agencies, including WSDOT. Level III emergencies involve an emergency declaration by the Northwest Region Administrator and the Secretary of Transportation to accomplish emergency work, and may include a proclamation of State of Emergency by the Governor and may involve a request for Presidential declaration of emergency or major disaster.

2.2 Assumptions

Northwest Region will attempt to provide immediate and efficient response to an emergency to the best of its ability. In some instances, the Region's personnel and resources may be overwhelmed and may not be able to provide immediate service to the entire transportation system in Northwest Region.

3. Concept of Operations and Response

3.1 General

Initial coordination for Northwest Region emergency response will be conducted from the Traffic Systems Management Center (TSMC) located in the Northwest Region Office.

Upon activation, overall coordination of Northwest Region emergency response operations will be conducted from the Emergency Operation Center (EOC) located in the Northwest Region Office for some Level II emergencies and all Level III emergencies. (Section 3.5 provides an overview of EOC operations during an emergency.) Selected decision level administrators and managers will report to or assign a representative to the EOC upon notification of an emergency by Northwest Region Radio or the TSMC

supervisor. Maintenance superintendents will not report to the EOC in person but should contact Northwest Region Radio through radio or telephone. (Section 4 - "Responsibilities of Regional Personnel" provides a list of personnel who will report to the Northwest Region EOC.)

3.2 Response Tasks

During major emergencies, Northwest Region will take appropriate actions to accomplish the following response tasks:

3.2.1 Provide first aid assistance to all injured personnel.

3.2.2 Perform all duties necessary to protect state highways.

3.2.3 Remove or take actions to reduce any hazards on the highways that tend to endanger the traveling public.

3.2.4 Close or restrict any portion of a state highway whenever the condition of any state highway is such that for any reason its unrestricted use or continued use will greatly damage that state highway.

3.2.5 Reconstruct, repair, and maintain state highways, bridges, and alternate routes. WSDOT is authorized to perform maintenance and construction work off the state highway right-of-way in close proximity to the highway to protect the facility and the traveling public. (RCW 47.32.130)

3.2.6 Mobilize personnel and equipment required for emergency engineering services on state highways.

3.2.7 Assist the Washington State Patrol if possible by

a. providing vehicle traffic control wherever possible or practical

b. providing access control

c. providing assistance in rerouting vehicle traffic around or away from the affected area

d. providing equipment and materials

e. investigating injury reports and equipment loss

3.2.8 Provide assistance to the incident command system for hazardous materials incidents.

3.2.9 Determine the usable portions of the state highway network.

3.2.10 Perform damage assessment and provide cost estimates for state highway facilities.

3.2.11 Provide communication for emergency response operations.

3.2.12 Provide information on emergency response activities to the media and the public.

3.2.13 Provide ground transportation for state personnel.

3.2.14 Coordinate emergency operations with other state, county, and city agencies in the area.

3.3 Authority and Chain of Command

The Regional Administrator has the authority to direct all emergency operations at the Regional level. In the absence of the Regional Administrator, the Deputy Regional Administrator is authorized to perform the duties of the Regional Administrator. When both the Regional Administrator and the Deputy Regional Administrator are unable to perform the duties of the Regional Administrator and unforeseen circumstances preclude the Regional Administrator from formally designating in writing another official to assume them, all responsibilities and authorities of the Regional Administrator, that may be properly delegated, fall upon the Regional official highest on the following list who is able to exercise them at the Regional Office:

1. Assistant Regional Administrator for Maintenance
2. Assistant Regional Administrator for Traffic
3. Assistant Regional Administrator for Program Management and Highways and Local Programs
4. Assistant Regional Administrator for Engineering Specialty Services
5. Area Administrator (5)

3.4 Emergency Organization

During an emergency, all normal Tables of Organization (TO) will continue to apply. All employees should report to and continue to work under their immediate supervisor. If the immediate supervisor is unable to report to work, employees should report to the next highest supervisor on the Table of Organization.

3.5 Northwest Region Emergency Operation Center (EOC)

The EOC will be used during any major emergency which requires significant coordination and mobilization of personnel and equipment. The EOC will serve as a command and communication center and staging area for coordinating instructions within the Region and to OSC and as a source of contact with the media and public.

3.5.1 EOC Response Activities

During major emergencies, Northwest Region officials and EOC personnel will work with personnel in the field and maintenance and construction offices to conduct the following activities: (Section 4, "Responsibilities of Regional Personnel" identifies specific personnel to carry out these activities.)

- Identify and evaluate the availability and capacity of highways within Regional boundaries and maintain a list of usable highways.
- Coordinate efforts to erect signs and barricades on restricted or closed routes in Northwest Region.
- Develop a situation map showing damaged or destroyed highways in the Regional and indicate which highways can be used as alternative routes.
- Estimate essential traffic demand on the highways within Northwest Region.
- Inform the public and media of highways closed because of roadway damage.
- Establish incident command centers, if necessary, to assist in emergency operations for isolated incidents.
- Inform the OSC Maintenance of all highway capacity reductions and closures within Regional boundaries.
- Notify OSC Maintenance if emergency highway traffic regulation has been implemented.
- Coordinate with OSC the issuance of permits for the use of regulated highways.
- Coordinate emergency operations with other state, county, and city agencies in the area.

3.5.2 Personnel Reporting to the EOC

The following officials should report to or assign a representative to the EOC during an emergency:

- Regional Administrator
- Deputy Regional Administrator
- Assistant Regional Administrator for Maintenance

- Assistant Regional Administrator for Program Management and Highways and Local Programs
- Assistant Regional Administrator for Engineering Support and Specialty Services
- Assistant Regional Administrator for Traffic
- Mt. Baker Area Administrator, Engineering Manager
- Snohomish Area Administrator, Engineering Manager
- Seattle/North King Area Administrator, Engineering Manager
- East King Area Administrator, Engineering Manager
- South King Area Administrator, Engineering Manager
- Northwest Region Traffic Engineer
- Regional Public Affairs Officer
- Northwest Region Safety Officer

3.5.3 Concept of Operation of the EOC during Emergencies

1. If an emergency can be forecasted, EOC personnel will notify proper officials via telephone, pager, or radio that an emergency is expected. EOC personnel will then request each official to report to or send a representative to the center.
2. The EOC will set up accommodations for emergency response operations. Copy machines and a fax machine are available just outside the EOC. Additional personnel in the center will be kept to a minimum to maximize efficiency and to prevent overcrowding of the EOC area.
3. Officials reporting to the EOC in person should have their calls forwarded to one of the phones in the EOC. The EOC staff will make arrangements to have a list of critical telephone numbers and a list of resources in the EOC. This will allow coordination and mobilization efforts to be conducted from the center.
4. Plans are being reviewed for the installation of an amateur radio station in the EOC. If the emergency presents a threat to radio or telephone communication, the amateur radio station would be activated. The station will be set up in the EOC. WSDOT employees who are proficient with amateur radio and licensed RACES members will operate the system.

5. All personnel in the center (officials, representatives, radio operators, flow operators, EOC personnel, public affairs personnel, etc.) will maintain a log of their own actions from the start. Each person in the center will be prepared to accommodate, as best as possible, requests for information, equipment, and personnel. (Reporters will not be allowed in the EOC. The Regional Public Affairs Officer and the Construction Traffic Public Information Officer will provide the media with information as conditions change.)

6. As damage reports and field assessments are received via radio and telephones, they will be posted on status boards and marked on maps in the Boardroom by EOC staff. The maps will be used to track road closures and roadway damage, locate hazards, and identify alternate routes. EOC staff will also update the information on the status boards and maps. Officials will also post all information they receive on the status boards and maps so that the information is available to all those in the center. The information on the status boards will be disseminated to all pertinent offices and agencies.

7. Plans are being reviewed for the installation of direct ring down lines to WSDOT Headquarters, Northwest Region maintenance offices, the Washington State Patrol, the Washington State EOC, and the City of Seattle EOC. These lines will provide quick and easy communication to critical parties involved in the response efforts and will keep as many phone lines open as possible.

8. If the emergency escalates beyond the capacity of Northwest Region, officials can request outside resources by contacting WSDOT OSC Maintenance in Olympia or by contacting other Regions or maintenance offices outside the affected area.

3.6 Northwest Region Radio

Northwest Region Radio is located in the TSMC and is the primary communication center for the entire Region. Northwest Region Radio is primarily responsible for:

1. Informing and assisting maintenance supervisors in dispatching incident response and maintenance personnel of an incident or hazard in Northwest Region and statewide on nights and weekends.

2. Coordinating incident response activities with the WSP.

3. Disseminating roadway information to appropriate personnel

4. Maintaining a 24 hour snow line for mountain passes during winter months.

5. Maintaining a log of events and roadway repairs reported over the radio system.
6. Operating CCTVs, VMS and HAR during nights and weekends.
7. Providing communication for construction coordination.
8. Monitoring and operating the Convention Center freeway fire control system.
9. Monitoring the SCAN weather system.
10. Contacting the WSDOT Aeronautics Department for SAR activities.

During an emergency, Northwest Region Radio will continue to operate from the TSMC unless the facility is determined to be unsafe and must be evacuated or when communication systems in the TSMC radio room are inoperable.

If the Regional Office loses power to the PBX phone system, the Radio room has two computer modem phone lines which are separate from the phone system. These lines can be used to make calls outside the office.

If Northwest Region Radio is forced to evacuate the TSMC, the radio operators on duty will equip themselves with cellular phones, forward their calls to the cellular number, and operate out of vehicles in the parking lot. Radio operators will utilize available portable and vehicle-mount radios from the facility to provide communication to the Regional Office. An Incident Response truck could be called to assist the radio operators with communication needs. An alternate radio site may also be considered as a temporary station for Northwest Region Radio.

All radio operators will attempt to report in to Northwest Region radio in an emergency. If circumstances prevent physical access to the TSMC, radio operators will report to the nearest maintenance facility from their place of residence.

3.7 Role of Maintenance

The primary objective of WSDOT Maintenance during a major emergency is to maintain a network of prioritized routes which will provide reasonable access to as many roads in Northwest Region as possible.

Northwest Region is divided into five Maintenance Areas. (These Maintenance Areas are shown in Figure 3.1.) Each Maintenance Area has one main Office facility and several supporting Section facilities. In addition to this, Northwest Region is also equipped with one Facilities office and three Branch offices: Seattle Equipment Shop, Signals Maintenance and Bridge

Maintenance. (A listing of all maintenance facilities in Northwest Region is provided in the "WSDOT Emergency Services Directory" included in this plan.)

3.7.1 Assistant Regional Administrator for Maintenance

The Assistant Regional Administrator (ARA) for Maintenance is responsible for overall management and coordination of all Maintenance Area and Branch offices in Northwest Region, except for the Signals Branch which is managed by the ARA for Traffic. The ARA for Maintenance will manage and coordinate region-wide maintenance activities from the Regional Office during an emergency.

If an emergency escalates beyond the resources of one Maintenance Area or affects more than one Maintenance Area, the ARA for Maintenance may coordinate maintenance activities of the Maintenance Area Offices and may assign maintenance personnel to severely damaged areas of the Region.

3.7.2 Maintenance Area Offices

Each Maintenance Area Office is equipped with maintenance crews, mechanics, vehicles, and machinery and is responsible for roadway repairs and debris removal within Maintenance Area boundaries (as shown in Figure 3.1). Each Maintenance Area Office will maintain a list of priority routes within that Maintenance Area and will be responsible for maintaining those routes to the best of its ability. Each Maintenance Area will be allowed to restrict or close routes that present a hazard to the traveling public or that is needed to support emergency services such as evacuating those from hazardous areas or transporting essential equipment and supplies.

Each Maintenance Area is supervised by one Maintenance Superintendent. The Superintendent works out of the Maintenance Area Office and is responsible for overseeing the activities of all maintenance crews in the Maintenance Area. The Maintenance Area Superintendents will supervise all emergency response activities within Maintenance Area boundaries and coordinate emergency response activities with the ARA for Maintenance. Maintenance Area Superintendents will also keep Northwest Region Radio and the ARA for Maintenance informed of all significant road blockages and closures resulting from the disaster.

3.7.3 Maintenance Sections

Each Maintenance Area contains several Sections. The Section facilities are generally located throughout a Maintenance Area to provide efficient maintenance service to all parts of the Maintenance Area. Section offices are supervised by Section Supervisors. If a

situation escalates beyond the resources of a Section facility, the Section Supervisor can contact the Maintenance Area Superintendent to request additional resources and supplies. Each section is equipped with maintenance crews, vehicles, and machinery.

3.7.4 Branch 6 — Seattle TEF Shop

The Seattle TEF Shop supports maintenance personnel and engineers by supplying and maintaining TEF (Transportation Equipment Fund) equipment for Northwest Region. TEF equipment includes cars, trucks, radios, heavy machinery, and other equipment. The TEF Shop is based from the Corson facility.

3.7.5 Branch 7 — Seattle Signal Shop

The Seattle Signal Shop repairs and maintains signals on WSDOT right-of-way in Northwest Region. The Signals Maintenance Superintendent is responsible for overseeing the activities of all signals maintenance crews. During an emergency, the Signals Superintendent will coordinate signals maintenance activities with the ARA for Traffic.

3.7.6 Branch 9 — Bridge Maintenance

Bridge Maintenance is responsible for repairing, maintaining, and inspecting all bridges on WSDOT right-of-way in Northwest Region. Bridge Maintenance is based out of the Northup Maintenance Area 5 Office. The Bridge Branch Superintendent is responsible for overseeing the activities of the bridge crews. If the damage is widespread the Bridge Branch Superintendent will coordinate bridge prioritization with the ARA for Maintenance.

3.7.7 Branch 8 — Facilities

Facilities maintenance is responsible for repairing, maintaining and inspecting all WSDOT-owned buildings in the Northwest Region. The facilities engineer is responsible for overseeing the activities of the facilities crews. If damage is wide spread, the facilities engineer will coordinate facility prioritization with the ARA for Maintenance.

3.7.8 Area Maintenance Crews

Maintenance crews will be responsible for clearing debris from the roadway, providing traffic control, and repairing and maintaining roadways, structures and drainage systems. The judgment of the maintenance person in charge at a disaster scene will govern response actions at the site. However, all maintenance crews should coordinate response activities with the Section Supervisor or the Maintenance Area Superintendent.

Maintenance crews should report all road closures, blockages, and bridge, building and roadway damage to the Maintenance Area Office or to Northwest Region Radio.

3.8 Incident Response Team

The primary function of the Northwest Region Incident Response Team is to respond to any disruptive incidents in the Region and to provide traffic control at the incident site. The team is comprised of nine Incident Response members. Each Maintenance Area in Northwest Region has one full-time incident responder on call 24 hours a day. In addition, each Maintenance Area has a lead maintenance technician who may support incident response operations. For the most part, the Incident Response Team is responsible for providing traffic control at the incident scene. For major incidents where a designated incident commander is in charge at the scene, incident response personnel may receive direction from the incident commander on setting up traffic control. Major incidents resulting in roadway closures lasting more than four hours are reported to the ARA for Maintenance and the State Maintenance Engineer in Olympia by Northwest Region Radio.

During a major disaster, extraordinary circumstances may necessitate incident response personnel to provide traffic control on closed or damaged roadways as a result of the disaster. Incident response personnel will be assigned to these locations by the Maintenance Area Office. All incident response personnel will continue to follow standing incident response procedures.

3.9 Safety Team

The Northwest Region Safety Team is responsible for investigating all accidents and injuries involving WSDOT personnel and property. The Safety Team will provide first aid to injured employees and arrange for medical assistance if necessary.

In addition, the Safety Team will ensure evacuation of personnel from the Regional Office if necessary and ensure all facilities are safe and secure.

3.10 Coordination With State and Local Agencies

Northwest Region will coordinate emergency response activities with state and local agencies whenever possible. Northwest Region can only provide resources to assist these agencies when all transportation facilities are repaired, maintained, and can be operated safely and when resources become available. Northwest Region can coordinate emergency response activities directly with other state and local agencies if the disaster is isolated to a small area.

3.10.1 Coordination With Other State Agencies

If the disaster is large and widespread, Northwest Region can coordinate response activities with other state agencies by contacting OSC Maintenance which will in turn contact the Washington State EOC. If the disaster is isolated to a small area, Northwest Region may be able to coordinate response activities directly with other state agencies.

3.10.2 Coordination With the City of Seattle

Northwest Region will coordinate emergency response activities with the City of Seattle and other local agencies in the Seattle area by contacting the City of Seattle Emergency Operations Center (EOC) when the center is activated. The EOC will be the primary point of contact between Northwest Region and the City of Seattle and local agencies in the Seattle area. If the Seattle EOC is not activated, Northwest Region will coordinate activities through the Seattle Engineering Department. Northwest Region will coordinate emergency express lanes operation and snow removal operations directly with the Seattle Engineering Department. Whenever possible, NW Region will also notify the Seattle EOC to keep the center informed of these activities.

3.10.3 Coordination With Other Local Governments and Agencies

When an emergency affects the ability of local governments and agencies to save or protect lives, Northwest Region will attempt to keep highways and state-owned facilities operational so that local agencies can provide emergency services and support to the area. Northwest Region will work with local agencies on prioritizing roadway repairs based on the needs of local communities. Requests from local governments and agencies will most likely come through the Washington State EOC or local EOCs.

Local governments in need of emergency engineering services or equipment from WSDOT for areas not under WSDOT responsibility, should contact the Washington State Military Department Emergency Management Division (EMD). The EMD will contact WSDOT's Liaison Officer who will coordinate with the State Maintenance Engineer and/or the OSC Emergency Operation Center. The State Maintenance Engineer will consult with the Regional Administrator, the Deputy Regional Administrator, and the ARA for Maintenance on whether these services can be provided without compromising the ability of NW Region to respond to emergencies.

3.10.4 Coordination With FEMA and Other Federal Agencies

Coordination of emergency response activities with FEMA and other federal agencies is conducted through the Washington National Guard, Division of Emergency Management. The Local Programs office will be involved in coordinating disaster relief and recovery activities. Requests from federal agencies for emergency services or equipment made directly to Northwest Region should be forwarded to the State EOC or the State Maintenance Engineer in Olympia. The State Maintenance Engineer will direct the Region on appropriate response to these requests.

3.11 Specific Response Procedures

This section contains special response procedures for specific types of events which affect Northwest Region. These procedures do not ensure a fail-safe response plan. The judgment of trained personnel should be used in conjunction with these procedures.

3.11.1 Flooding

Water over the roadway, ponding or plugged drains are treated as immediate hazards. Personnel will be called out to the site by the Area Maintenance Superintendent, Section Supervisor or, at the request of the Maintenance staff, by Northwest Region Radio. If ponding or plugged drains are reported outside of normal working hours, Northwest Region Radio will contact the Area Maintenance Superintendent or Section Supervisor. King County has an early warning flood phase system for the Snoqualmie and Cedar Rivers. During a flood alert or warning, the Area Maintenance Superintendent will be notified. If flooding is imminent, the Area Maintenance Superintendent will close or take actions to protect the roadways.

3.11.2 Bridge Closures

All incidents on bridges will be reported by Northwest Region Radio to bridge maintenance personnel. Bridge maintenance personnel will inspect the bridge for damage. All bridges that present a danger to the traveling public will be closed and reported to Northwest Region Radio. The Regional Bridge Superintendent or the Assistant Bridge Superintendent will assign personnel to repair the bridge.

During a major disaster, such as an earthquake, bridge maintenance and roadway maintenance crews will perform preliminary inspection of all bridges in Northwest Region. If the bridge is damaged and presents a danger to the public, the maintenance crew at the scene will close the bridge until OSC bridge engineers can perform a detailed inspection of the bridge.

3.11.3 Floating Bridge Closures

The Evergreen Point Bridge and/or the I-90 Floating Bridge will be closed for all accidents and hazards that present a hazard to the traveling public or to the integrity of the structure. The following plan will be implemented for floating bridge closures:

1. For conditions which warrant bridge closures and if time permits, the on-site bridge supervisor will notify the Regional Bridge Superintendent or the Assistant Bridge Superintendent that the bridge should be closed. If time does not permit the on-site bridge supervisor to contact a superintendent, the on-site bridge supervisor will take actions to close the bridge immediately.

2. The Regional Bridge Superintendent or Assistant Bridge Superintendent will then notify the ARA for Maintenance and the Regional Administrator of their decision to close the bridge to traffic.

3. The Regional Bridge Superintendent will instruct the on-site bridge supervisor to take actions to close the bridge.

4. The on-site bridge supervisor will contact Northwest Region Radio to coordinate the bridge closure.

5. Northwest Region Radio will notify the ARA for Traffic and coordinate the bridge closure by notifying the Washington State Patrol and local police and by dispatching incident response personnel and maintenance personnel to close the bridge to traffic.

3.11.4 Floating Bridge Closures Due to Severe Winds

(See Attachment 5 for Temporary change in wind criteria.)

For high wind warnings issued by the National Weather Service above 45 mph or for wind alarms from the Evergreen Point Floating Bridge resulting from winds reaching 45 mph for 10 seconds, an alarm will sound at the TSMC, Radio.

The following procedures will be used to determine if the floating bridges will be closed due to severe wind storms:

1. Northwest Region Radio will notify the on-site bridge supervisor and the Regional Bridge Superintendent or Assistant Bridge Superintendent of the alarm activation.

2. The on-site bridge supervisor will then monitor wind activity and look for any unusual bridge movements and misalignment.

3. When wind speeds from the North or South at the Evergreen Point weather station reach 50 mph for 1 minute average for 15 minutes or when any unusual bridge movements or misalignments appear, the on-site supervisor will take actions to close the bridge to traffic and open the draw span. North is defined as the direction from 310∞ to 40∞ measured clockwise direction from Magnetic North. South is defined as the direction from 130∞ to 220∞ measured clockwise direction from Magnetic North. The on-site bridge supervisor will then notify the ARA for Maintenance and the Regional Administrator of the bridge closure.

   The Evergreen Point Bridge should be closed to traffic and the drawspan opened when the wind blowing from a direction other then North or South reaches and maintains an average speed of 65 mph for 15 minutes.

   Both of the I-90 Floating Bridges should be closed when winds reach 65 mph for a period of 15 minutes. Wind speeds of larger magnitudes with shorter duration or wind speeds of smaller magnitudes with longer duration will also be considered in evaluating bridge closures.

4. Northwest Region Radio will assist the on-site bridge supervisor by notifying the Washington State Patrol and local police and by informing incident response personnel and maintenance personnel of the bridge closure.

3.11.5 Express Lanes Operations During Snow Storms

Northwest Region will attempt to keep the I-5 express lanes open to traffic in snow conditions. The main priority will be to clear the ramps and through the gate areas. The main through lanes on the express lanes will be addressed after the other priorities are completed.

Northwest Region Maintenance is responsible for snow removal on the express lanes as well as all the ramps except those from Cherry and Columbia Street. Northwest Region and the City of Seattle have entered into an agreement whereby the City of Seattle will clear these ramps of snow.

The following paragraphs contain specific information on this agreement taken from the City of Seattle Snow Response Plan.

Agreement With the City of Seattle

In the past, the express lanes have occasionally been closed during heavy snowstorms because WSDOT must give priority to sanding and plowing the mainline. In addition, much greater demands are placed on the Washington State Patrol (WSP) which limits their ability to patrol the express lanes.

In 1993, a strategy was implemented that, under the proper conditions, allows the use of the express lanes by transit in some circumstances where they would otherwise be closed.

This strategy is intended to take advantage of the characteristics unique to this type of operation which include:

- ability to uniformly control speeds
- professional drivers
- heavy vehicles
- ability to require chains as appropriate
- extensive communication/control systems
- reduced volumes as compared to general traffic

If deemed advisable by Northwest Region, use of the express lanes will be restricted to transit use only. NW Region will consult the WSP, METRO, Seattle Engineering Department, and the Seattle Police Department as part of its decision-making process.

For a forecast of snow before 2:00 p.m., the express lanes will be closed following the a.m. peak and remain closed until approximately 2:00 p.m.. Prior to reopening the express lanes, the decision on whether to restrict access will be made based on conditions at that time as follows:

1. Little or no snowfall — open for normal operation
2. Snowing heavily or accumulating on the roadway — open to transit and emergency vehicles only.

If snowfall begins after 2:00 p.m., the express lanes will be closed following the p.m. peak, which may be extended. Northwest Region Maintenance will attempt to take appropriate actions to have the roadway ready for use by general traffic by the following morning. If this cannot be accomplished, Northwest Region

will contact the key group of agencies for a decision on a.m. peak transit-only operation. If Northwest Region decides to proceed with the restriction, a.m. operation will then begin at approximately 5:30 a.m..

Anytime the decision is made to make the express lanes available for transit only, it will be the responsibility of METRO and Community Transit to evaluate the condition of the lanes and make the decision on whether the express lanes are suitable for transit use. The lanes are being offered on an "as is" basis. If METRO determines the lanes cannot safely be used by transit under these conditions, the express lanes will be closed to all operation until the lanes can be made safe.

If METRO determines transit can safely use the express lanes, the lanes will be reopened to transit use only. For p.m. peak operation, the ramps at Cherry and Howell St. will be opened and manned by SPD officers who will allow transit and emergency vehicles only on to the express lanes. For a.m. peak operation, the ramp at NE 103rd Street will be opened and manned by SPD officers. Northwest Region may also request that the ramp at NE 42nd Street be manned if SPD officers are available. Buses wishing to access the express lanes from I-5 must exit the freeway at Northgate Way and use the 103rd St. ramp. All other on-ramps, including access from the mainline, will remain closed.

The express lanes will be closed from 9:00 p.m. to 5:00 a.m. and from 10:00 a.m. to 2:00 p.m. to give WSDOT Maintenance the opportunity to work on the roadway without traffic.

3.11.6 Tunnel Incident (I-90 and I-5 Convention Center)

All incidents in the tunnels will be reported by Northwest Region Radio to tunnel maintenance personnel. Tunnel maintenance personnel will inspect the tunnel for reported problem. All tunnels that reported problems that present a hazard to the traveling public will be closed and/or a flammable restriction posted, and reported to Northwest Region Radio. The Superintendent or the Assistant Area Superintendent will assign personnel to repair or correct the problem.

3.11.7 Year 2000 (Y2K) Contingency Plan

Operations and response specific to Y2K issues and events are contained in Attachment 4 to this plan.

3.12 Business Resumption Plan

The event will be declared over when either advised by OSC EOC or the person in charge of the NWR EOC, through communications with region personnel, is satisfied that the region is functioning near normal.

All events do not have to be over, there may still be small localized problems that are being managed that do not effect the entire region.

Areas that still have problems will continue to follow guide lines set forth in this document and the Emergency Response Plan.

Organizational supervisors will notify employees that are home about coming back to work once facilities are operational.

The region will resume their normal duties and work schedule at this point.

4. Responsibilities of Regional Personnel

This section provides guidelines for Regional personnel on response activities during major emergencies. These guidelines are intended to assist personnel in addressing problems which may develop during an emergency.

4.1 Regional Administrator/Deputy Regional Administrator
4.2 Assistant Regional Administrator for Maintenance
4.3 Assistant Regional Administrator for Traffic/Regional Traffic Engineer
4.4 Assistant Regional Administrator for Program Management and Highways and Local Programs
4.5 Assistant Regional Administrator Specialty Services
4.6 Area Administrators
4.7 Area Engineering Managers
4.8 Administrative Services — Administrative Officer
4.9 Public Affairs — Regional Public Affairs Officer
4.10 Equipment — Regional Equipment Superintendent
4.11 Facilities — Regional Facilities Engineer
4.12 Facilities — Regional Office Plant Manager
4.13 Maintenance — Maintenance Superintendent
4.14 Personnel — Regional Human Resources Manager
4.15 Project Offices — Project Engineers
4.16 Property Management — Real Estate Services Manager
4.17 Radio — Radio Operations Supervisor
4.18 Radio — Radio Operators
4.19 Safety — Regional Safety Officer
4.20 Traffic Operations — Regional Traffic Operations Engineer
4.21 Traffic Operations — Traffic Systems Management Center (TSMC)
4.22 Emergency Operation Center (EOC)

4.1 Regional Administrator/Deputy Regional Administrator

4.1.1 Declare all emergencies that require the authority of the Regional Administrator under IL 07-45.

4.1.2 Perform or delegate procedures necessary for accomplishing emergency repair work under IL 07-45.

4.1.3 Report to the EOC upon the EOC ‘s request to supervise emergency operations within the Regional.

4.1.4 Maintain communications with the Deputy Secretary of Operations and the Assistant Secretary for Field Operations Support Service Center (FOSSC) at OSC in Olympia.

4.1.5 Upon request of the Assistant Regional Administrator for Maintenance, make executive decisions for closing major highways and prioritizing debris removal from roadways during catastrophic emergencies.

4.1.6 Provide available personnel and equipment to other Regions if requested.

4.1.7 Provide personnel to assist FHWA representatives in determining the magnitude of the damage caused by the disaster.

4.1.8 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.1.9 Document all of own activities pertaining to emergency response operations.

4.1.10 Make policy decisions to set priorities for recovery efforts and restoring the transportation system.

4.2 Assistant Regional Administrator for Maintenance

4.2.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.2.2 Report to the EOC upon the EOC’s request to coordinate emergency operations within the Regional.

4.2.3 Provide information to the Regional Administrator on emergency response operations.

4.2.4 Report all highway conditions to and maintain communications with the Chief Maintenance Engineer at OSC.

4.2.5 Coordinate mobilization of roadway maintenance, bridge maintenance, and facilities maintenance personnel and equipment.

4.2.6 Evaluate disaster information and determine extent of damage.

4.2.7 Coordinate services required for performing road repairs and implementing traffic control devices, such as signs and barricades, with Traffic Operations.

4.2.8 Coordinate emergency inspection for roadway safety and structure integrity.

4.2.9 Coordinate detour assignments with the Regional Traffic Systems Manager.

4.2.10 Under direction from the Assistant Secretary for Field Operations Support Service Center (FOSSC), coordinate damage assessment teams and assist FHWA representatives in determining initial estimates for damaged highways on the federal aid system.

4.2.11 Coordinate damage assessment teams and provide initial estimates for damaged highways on the federal aid system to the Regional Highways and Local Programs Engineer.

4.2.12 Coordinate personnel and equipment for emergency engineering functions, including plans, specifications, and cost estimates.

4.2.13 Coordinate equipment rentals with the Regional Equipment Superintendent.

4.2.14 Maintain liaison with local construction and equipment rental companies.

4.2.15 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.2.16 Document all of your own activities pertaining to emergency response operations.

4.3 Assistant Regional Administrator for Traffic/Regional Traffic Engineer

4.3.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.3.2 Report to the EOC upon the request of the EOC supervisor to coordinate emergency operations within the Regional.

4.3.3 Devise and implement strategy for providing transportation through emergency areas. (i.e., Implementing HOV and transit use only restrictions, coordinating use of ferries to supplement traffic operations.)

4.3.4 Provide information to the Regional Administrator on emergency traffic control

4.3.5 Supervise implementation of traffic control at emergency areas.

4.3.6 Coordinate services required for performing road repairs and implementing traffic control devices, such as signs and barricades, with Maintenance.

4.3.7 Coordinate, if necessary, Incident Response personnel and equipment between Regions.

4.3.8 Coordinate emergency traffic operations, such as detour assignments and alternate routes, to expedite road repairs.

4.3.9 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.3.10 Document all of your own activities pertaining to emergency response operations.

4.4 Assistant Regional Administrator for Program Management and Highways and Local Programs

4.4.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.4.2 Report to the EOC, upon the EOC ‘s request to coordinate emergency operations within the Regional.

4.4.3 Coordinate possible alternate emergency routes the ARA for Traffic.

4.4.4 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.4.5 Document all of your own activities pertaining to emergency response operations.

4.5 Assistant Regional Administrator for Specialty Services

4.5.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.5.2 Report to the EOC, upon the EOC’s request to coordinate operations within the Region.

4.5.3 Coordinate emergency engineering support functions.

4.5.4 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.5.5 Document all of your own activities pertaining to emergency response operations.

4.6 Area Administrators (Each to Respective Area)

4.6.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.6.2 Report to the EOC, upon the EOC's request to supervise emergency operations within respective Area.

4.6.3 Provide available personnel and support to other Areas if requested.

4.6.4 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.6.5 Area Administrator for Seattle/North King area includes SR 520 - Evergreen Point Bridge. Area Administrator for East King includes I-90 Tunnels and I-90 Floating bridges.

4.6.6 Document all of own activities pertaining to emergency response operations.

4.7 Area Engineering Managers (Each to Respective Area)

4.7.1 Coordinate emergency engineering functions, such as plans, specifications, and cost estimates.

4.7.2 Coordinate mobilization of construction and contractor personnel and equipment.

4.7.3 Coordinate equipment rentals with Region Equipment Superintendent.

4.7.4 Maintain liaison with construction and equipment rental companies and with the Washington State Chapter of Associated General Contractors.

4.7.5 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.7.6 Document all of own activities pertaining to emergency response operations.

4.8 Administrative Services — Administrative Officer

4.8.1 Obtain necessary supplies for emergency response and recovery operations.

4.8.2 Obtain contracts for emergency supplies and services.

4.8.3 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.8.4 Document all of your own activities pertaining to emergency response operations.

4.9 Public Affairs — Regional Public Affairs Officer

4.9.1 Coordinate all public information with EOC when activated.

4.9.2 Provide information to the media and the public.

4.9.3 Provide information to the OSC Communication and Public Involvement Office.

4.9.4 Provide information to Northwest Region employees.

4.9.5 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.9.6 Document all of your own activities pertaining to emergency response operations.

4.10 Equipment — Regional Equipment Superintendent

4.10.1 Coordinate equipment rentals with the ARA for Maintenance and the Regional Area Engineering Managers.

4.10.2 Maintain a Region-wide inventory of available equipment and equipment operators for emergency response and recovery operations.

4.10.3 Locate available equipment through coordination with Regional Maintenance Superintendents or Maintenance Area Supervisors.

4.10.4 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.10.5 Document all of your own activities pertaining to emergency response operations.

4.11 Facilities — Regional Facilities Engineer

4.11.1 Ensure all facilities are safe to conduct emergency response operations. Inspect all facilities for structural, electrical, and other damage.

4.11.2 Ensure each facility has emergency power to conduct emergency response operations.

4.11.3 Prioritize facilities for repairs.

4.11.4 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.11.5 Document all of your own activities pertaining to emergency response operations.

4.12 Facilities — Regional Office Plant Manager

4.12.1 Ensure building is safe to conduct emergency response operations. Inspect building for structural, electrical, and other damage.

4.12.2 Pre-determine emergency power requirements and ensure emergency power for the TSMC and EOC.

4.12.3 Establish emergency procedures with local telephone companies to provide communication.

4.12.4 Establish emergency procedures with local utility company to provide utility needs.

4.12.5 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.12.6 Document all of your own activities pertaining to emergency response operations.

4.13 Maintenance — Maintenance Superintendents

4.13.1 Take appropriate actions for emergency response operations as outlined in the WSDOT Maintenance Manual (M51-01).

4.13.2 Organize response activities of maintenance crews and assign crews to affected areas.

4.13.3 Maintain communication and report all emergency roadway work to Northwest Region Radio.

4.13.4 Maintain inventory of available materials and equipment at Maintenance and Area offices for emergency response operations.

4.13.5 Maintain communication and coordinate maintenance operations with the ARA for Maintenance.

4.13.6 Ensure that vehicles are fueled and prepared for transport.

4.13.7 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.13.8 Document all of your own activities pertaining to emergency response operations.

4.14 Personnel — Regional Human Resources Manager

4.14.1 Assist the EOC in contacting and scheduling employees for emergency response activities.

4.14.2 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.14.3 Document all of your own activities pertaining to emergency response operations.

4.15 Project Offices — Project Engineers

4.15.1 In situations where a potentially hazardous substance is spilled or emitted by WSDOT or Contractor employees at a construction site, the Project Engineer or key field inspector will:

a. Stop all activities that may disturb the material.

b. Keep employees and the public away from the material.

c. Notify immediately the Division of Emergency Management (24 Hr. #1-800-258-5990) for spills or discharges, regardless of quantity, such that the public health or the environment are threatened.

d. Also notify:

- Area Manager/Engineering Manager
- OSC Construction Office
- FHWA (for Federal-Aid Projects)
- Appropriate Regional Office, Environmental Quality Section, State Department of Ecology (for ground spills or spills into ground or surface water).
- For discharges resulting in emissions into the air, also notify:

  Western Washington - Local Air Pollution Control Authority
  Eastern Washington - Regional Office, Dept. of Ecology

4.15.2 When requested administer contracts for debris removal, highway feature repair and new construction for disaster recovery.

4.15.3 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.15.4 Document all of your own activities pertaining to emergency response operations.

4.16 Property Management — Real Estate Services Manager

4.16.1 Coordinate emergency right of way requirements, such as air space lease, access requirements, and development rights with the ARA for Engineering Support and Specialty Services.

4.16.2 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.16.3 Document all of your own activities pertaining to emergency response operations.

4.17 Radio — Radio Operations Supervisor

4.17.1 Report to Northwest Region Radio.

4.17.2 Activate emergency communication systems as necessary.

4.17.3 Ensure all radio operators have reported to alternate locations if necessary.

4.17.4 Maintain log of events and activities reported over the Northwest Region Radio system.

4.17.5 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.17.6 Document all of your own activities pertaining to emergency response operations

4.18 Radio — Radio Operators

4.18.1 Report to Northwest Region Radio or to your pre-assigned alternate location.

4.18.2 Assist TSMC in notifying proper officials to report to the EOC.

4.18.3 Advise Incident Response and maintenance personnel of an incident or roadway hazard.

4.18.4 Coordinate cleanup of incidents and roadway hazards with WSP.

4.18.5 Report roadway information to appropriate personnel.

4.18.6 Maintain a log of events and roadway repairs reported over the radio system.

4.18.7 Monitor the SCAN weather system.

4.18.8 Contact the WSDOT Aeronautics department for SAR (Search and Rescue) request.

4.18.9 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.18.10 Document all of your own activities pertaining to emergency response operations.

4.19 Safety — Regional Safety Officer

4.19.1 Investigate all areas of damage to ensure a safe place to return to work.

4.19.2 Investigate all accidents to ensure that all necessary and appropriate actions are taken to protect and secure personnel and property.

4.19.3 Report all accident findings to appropriate authorities.

4.19.4 Ensure all emergency response operations are conducted safely.

4.19.5 Provide first aid to injured persons and arrange for medical assistance if necessary.

4.19.6 Document all of your own activities pertaining to emergency response operations.

4.20 Traffic Operations — Traffic Operations Engineer

4.20.1 Report to the EOC to coordinate emergency operations within the Regional.

4.20.2 Implement and execute emergency traffic policies, such as express lanes reversal or transit use only restrictions.

4.20.3 Coordinate traffic operations with outside agencies (such as METRO, King County, and City of Seattle).

4.20.4 Coordinate and assign Incident Response personnel and equipment to affected areas.

4.20.5 Document all of your own activities pertaining to emergency response operations.

4.21 Traffic Operations — Traffic Systems Management Center (TSMC)

4.21.1 Notify proper officials to report to or send a representative to open the EOC.

4.21.2 Receive information from radio operators and disseminate information to proper officials.

4.21.3 Provide communications for field personnel.

4.21.4 Monitor Traffic control systems and advise EOC of status of highway system

4.22 Emergency Operation Center (EOC)

4.22.1 Make preparations for the EOC to be used as the primary information and coordination center for the Region.

4.22.2 Notify proper officials to report to or send a representative to the EOC after EOC has been opened.

4.22.3 Maintain communication and provide information to outside key agencies (such as METRO, King County, the Washington State National Guard, Division of Emergency Management, and the City of Seattle Department of Emergency Management).

4.22.4 Indicate all roadway conditions on a situation map, including road closures, roadway damage, hazardous areas, detour assignments, and alternate routes

4.22.5 Make arrangements to have phone numbers of key contacts and information on critical resources available in the EOC.

4.22.6 Document all activities conducted from the EOC, including the activities of officials in the center.

4.22.7 Establish an appropriate interval, according to level of event, for effected Maintenance and Project offices to communicate to the EOC an updated Status of Events in their respective areas of responsibilities. New critical events or incidents will be reported as soon as possible after they occur.

This document serves as a directory for contacting critical personnel during an emergency.

- The EOC will be used as the primary command, communications, and coordination center should a major emergency occur. Northwest Region Radio will contact the on-call EOC coordinator to prepare the EOC (Dayton Ave. Boardroom) for activation. Northwest Region Radio will then notify personnel based on the magnitude of the event as identified in the attached listing.
- Northwest Region Radio will contact the highest person listed in each group. The emergency responsibilities of each group will be carried out by the senior position present at the EOC. Should it be apparent that an emergency situation is in effect and Northwest Region Radio has not made contact, listed personnel should contact Northwest Region Radio by phone at (206) 440-4490 or (206) 440-4491 or by 800 MHz radio to confirm the need for them to report to the EOC. If the Dayton Ave. EOC cannot be utilized or transportation facilities are impassable, the Northup (Area 5) Maintenance office will be the alternate EOC.

  If communications systems are not functional the personnel listed should automatically report to the EOC according to the thresholds indicated.

Note: If telephone calls are overloading the local system and no other communications systems are available (i.e., 800 MHz radio and cellular phones), it may be possible to communicate long distance to a radio operator in another Region in the order listed below.

1. Southwest Region Radio 360-905-2136 (Rose Koch)
2. Eastern Region Radio 509-324-6566 (Helen Mann)
3. North Central Region Radio 509-663-9601 (Shellee Ludeman)
4. South Central Region Radio 509-575-2566 (Myrna Odell)
5. Olympic Region TSMC (253) 536-6089

Level III Emergencies

Definition

Level III emergencies are catastrophic events that require massive amounts of resources from local, state, and federal governments. For these events, the Northwest Region Administrator makes an emergency declaration to accomplish emergency work. The Northwest Region EOC and the OSC (Olympia Service Center) Maintenance Office will be used to coordinate WSDOT response and recovery operations. The Washington State

Emergency Operations Center is activated to coordinate emergency management and response activities of all state agencies, including WSDOT. The City of Seattle Emergency Operations Center is activated to coordinate response operations of local agencies in the Seattle area. Level III emergencies involve an emergency declaration by the Northwest Region Administrator and the Secretary of Transportation to accomplish emergency work, and may include a proclamation of State of Emergency by the Governor and may involve a request for Presidential declaration of emergency or major disaster.

Personnel to Respond

Regional Administrator
Deputy Regional Administrator
ARA for Maintenance
Maintenance and Operations Staff Asst.
Traffic Engineer Northwest
Central Traffic Engineer
Freeway Operations Engineer
Area Administrator — Mt. Baker
Area Administrator — Snohomish
Area Administrator — South King
Area Administrator — Seattle/North King
Area Administrator — East King
ARA Specialty Services
ARA for Traffic
ARA Program Mgmt and Highways and Local Programs
Administrative Officer
Regional Human Resources Manager
Regional Public Affairs Officer
Region Radio Supervisor
Regional Safety Officer
Communication Engineer

Level III Emergencies are as follows:

Event Response Threshold

1. Earthquake (Magnitude 5.7 or greater and/or damage to structures)
2. Major Flooding (Three or more maintenance areas threatened)
3. Major Radiation Release (Urban: >1/2 sq. mile area threatened; Rural: 2 sq. mile area threatened).
4. Volcanic Eruption (Western Washington eruption or heavy ash fallout)
5. Wind Storm — Large Scale Highway Disruption (3 or more maintenance areas threatened)
6. Acts of terrorism (Damage to highway feature or facility)
7. Avalanches (Three roadways closed)

8. Power and communications disruption (3 or more maintenance areas threatened)

Level II Emergencies

Definition

Level II emergencies are large scale events and may be widespread throughout the Regional. These situations may or may not be resolved with resources from Northwest Region and can involve several agencies and other Regions. The Northwest Region EOC and the OSC Maintenance Office may be used to respond to the emergency. Level II emergencies involve an emergency declaration by the Northwest Region Administrator to accomplish emergency work. Level II emergencies may also involve a proclamation of State of Emergency by the Governor and may involve a request for Presidential declaration of emergency or major disaster.

Personnel to Respond

Regional Administrator
ARA for Maintenance
ARA for Traffic
Central Traffic Engineer
Northwest Traffic Engineer
Area Administrator for Area Involved
ARA Program Mgmt and Highways and Local Programs
Deputy Regional Administrator
Northwest Region Radio Supervisor
Regional Public Affairs Officer
Telecommunications Services Specialist
Maint. and Operations Staff Assistant
Engineering Manager for Area Involved
Regional Safety Officer

Level II Emergencies are identified as follows:

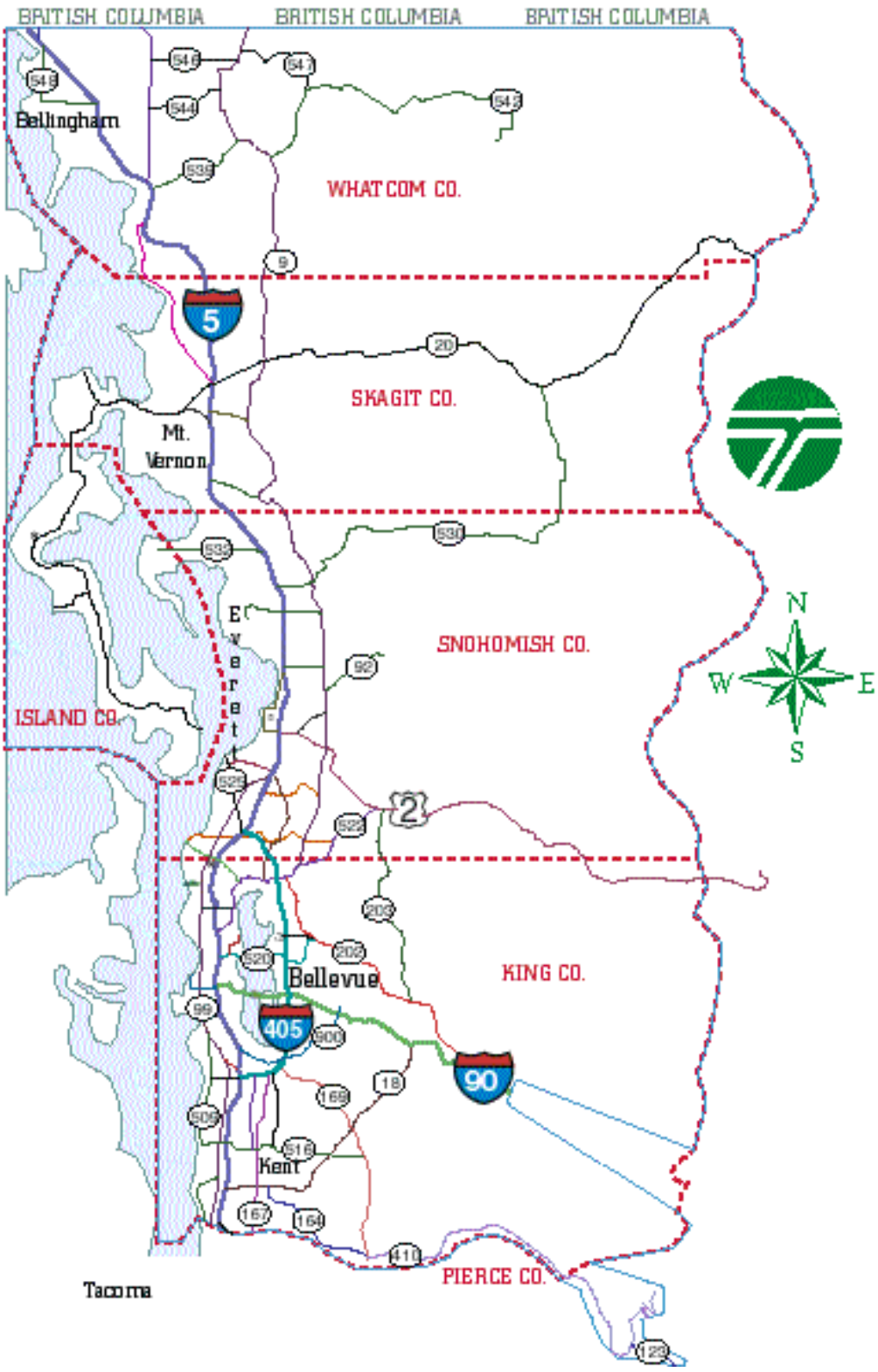
1. Major Fatality Accident Blocking the Roadway (10 or more fatalities)
2. Major Public Demonstration (will block interstate & freeways for more than 2 hours)
3. Major Fire on Roadway (10 or more fatalities and/or two or more major state routes)
4. Major Roadway HAZMAT Spill (urban- 1/2 sq. mile area threatened or rural -2 sq. mile threatened)
5. Major Snowstorm (urban 4 inches or more; rural 8 inches or more)
6. Emergency Bridge or Highway Closure due to Severe Structural Damage (more than 4 hours)
7. Avalanches (Two roadways closed)

8. Wind Storm -Large scale highway disruption (2 or more maintenance areas threatened)
9. Acts of terrorism (Notification of threat)
10. Radiation Release (Less than - Urban 1/2 sq. mile area threatened or rural 2 sq. mile area threatened)
11. Major power or communications outage (2 or more maintenance areas threatened).

Level I Emergencies

Definition

Level I incidents are isolated events which can be routinely handled at the Regional level. These events may requires Northwest Region Incident Response Teams and/or maintenance or other WSDOT personnel to share resources with other state agencies or local government. WSDOT's *Incident Response Guide* provides information on responding to Level I incidents.


BRITISH COLUMBIA
BRITISH COLUMBIA
BRITISH COLUMBIA
Bellingham
WHATCOM CO.
SKAGIT CO.
Mt. Vernon
SNOHOMISH CO.
Everett
ISLAND CO.
Bellevue
KING CO.
Kent
Tacoma
PIERCE CO.
N
W
E
S
5
405
90
2

References

1. Washington State Department of Transportation (WSDOT) Disaster Plan — M54-11, June 1999.
2. Washington State Department of Transportation (WSDOT) Year 2000 (Y2K) Contingency Plan.
3. Northwest Region Emergency Response Plan.

1. Introduction

1.1 Background

The approach of the new millennium gives the NW Region a unique opportunity to actually prepare for an emergency situation. The Region is working to bring all identified components into compliance since every aspect of our business in some way depends on information technology (IT). Because of this, the Region's automated processes and programmed technology are at risk of failure on January 1, 2000 unless action is taken to avert the problem.

The Region has assessed, vendor certified, and/or tested systems within the Region and is working with OSC MIS and other offices in regard to shared resources. With diligent preparation the Region hopes to minimize impacts to its operations; however, it must expect and plan for failures in both internal and external services.

1.2 Purpose

With the year 2000 approaching, it is necessary to supplement the NW Region Emergency Response Plan to reference emergency response and/or measured response specific to outages or "glitches" in systems which have the potential to fail in the year 2000. This supplement describes the basic mechanisms for responding to and managing major disruptions related to the Y2K event. This supplement will also note those guidelines within the NW Region Emergency Response Plan that apply to the Y2K event as well.

In some instances, the NW Region may be required to operate differently than stated in this supplement in order to properly respond to an emergency. The purpose of the Y2K CP is to ensure the continuity of WSDOT's core business processes by identifying, assessing, and managing year-2000 risks as well as supporting and coordinating with other WSDOT entities, counties, cities, and other agencies.

1.3 Policies — Vital Business Services

1.3.1 Vital Business Service—Maintain and ensure operation of highway corridors that are essential to the health, safety, and prevent loss of property to the traveling public.

Primary Routes

North-South corridors:
- Interstate 5
- Interstate 405
- State Route 167
- State Route 543 (truck border crossing)

East-West corridors:
- Interstate 90
- US/State Route 2
- State Route 20 (Keystone to I-5 including spur)
- State Route 18
- State Route 520

Maintain remaining routes in accordance with the Winter Emergency Plan.

1.3.2 Vital Business Service — Ensure movable bridges are operational.

1.3.3 Vital Business Service — Ensure continued operation of Interstate 90 tunnel, lids and related traffic control devices.

1.3.4 Vital Business Service — All WSDOT Personnel will be paid.

1.3.5 Vital Business Service — All WSDOT Vendors will be paid.

1.3.6 Where determined a priority, share resources between Areas, within Region, other regions, Washington State Ferries, Aviation, OSC, and other entities as available.

1.3.7 It may be necessary for personnel to report to alternate work sites and/or perform alternate duties to support vital services.

1.3.8 Support priorities as established in the Y2K statewide WSDOT CP.

2. Situation and Assumptions

2.1 Situation

Threat. On January 1, 2000, the condition known as the Year 2000 (Y2K) computer bug may affect WSDOT as well as other systems globally. It is possible that utility functions such as electrical, water, sewage, natural gas, and telecommunications may be disrupted, unreliable, or limited in areas because of dependency on computer and embedded chip technology. The Y2K CP assumes these conditions may continue for a sixty-day window — January 1-February 29, 2000. It is also possible that equipment failures, infrastructure failures, communications and network systems failures, and unreliability may occur because of embedded chip failure.

2.1.1 Definition of "Emergency"

Same definition as stated in the Northwest Region Emergency Response Plan, Section 2 Situation and Assumptions, Item 2.1.1. The Y2K "emergency" is unusual in that the date of the event is already known and that it is man-made in nature.

2.1.2 Emergency Levels

For the purposes of the Y2K event, the Region will recognize the emergency levels stated in the Northwest Region Emergency Response Plan, Section 2 Situation and Assumptions, Item 2.1.2; and its Attachment 1, Northwest Region Quick Reference Information, pages 3-5.

2.2 Assumptions

See Reference 2.

Northwest Region will attempt to provide immediate and efficient response to an emergency to the best of its ability. In some instances, the Region's personnel and resources may be overwhelmed and may not be able to provide immediate service to the entire transportation system in the NW Region. The NW Region will prepare for the Y2K event based on the following WSDOT Y2K CP assumptions.

2.2.1 Reoccurring localized power outages of up to seven days duration, unreliable power, or power disruptions may occur for as long as 60 days (January 1-February 29, 2000). Standby power for critical DOT functions is essential.

2.2.2 Network likely to be inoperable or limited operation.

a. Limited capability to support payroll/vendor payments, manual alternatives.

b. Restricts communications

c. Cellular telephones will likely be limited for use due to overloaded circuits.

d. Pagers will likely be limited for use due to status of dependent telephone lines and/or satellite transmission.

2.2.3 Department cannot depend on assistance from other local, state, or federal agencies; and should expect other local and state agencies to request assistance from WSDOT.

2.2.4 Weather will be average to severe, due to La Nina, for January through February.

2.2.5 The NW Region will use the Winter Emergency Plan and the NW Region Emergency Response Plan for power or communications outages that do not involve winter storm conditions.

2.2.6 Vehicles and equipment on hand is sufficient quantity to provide essential levels of service. (Y2K-related breakdown may occur at any time during the 60-day window.)

2.2.7 Coordinate with surrounding jurisdictions in support of essential functions, including cities, counties, federal government, British Columbia, rail.

2.2.8 Consumable supplies will likely be limited to 60 days or stock on hand; i.e., fuel and lubricants, repair parts, sand and anti-icing chemicals.

2.2.9 Limited number of department employees will report to work immediately after the event occurs

a. Identify number of employees essential to keep routes open on a 24-hour schedule.

b. Work with employees to assure sufficient staffing level during the event.

c. Reassign employee duties within the department.

d. Maintenance and communication technicians available on a limited emergency callout basis.

e. Departmental resources might need to be made available to employees so they may safely leave their families during the event.

2.2.10 Alternate work sites/schedules and training will be established/ explored for selected essential functions.

2.2.11 Emergency Operations Center (EOC) will be open.

3. Concept of Operations and Response

Refer to Northwest Region Emergency Response Plan, Section 3 Concept of Operations and Response, Items 3.1 through 3.10.4, for the following subsections.

3.1 General

3.2 Response Tasks

3.3 Authority and Chain of Command

3.4 Emergency Organization

3.5 Northwest Region Emergency Operation Center (EOC)

3.5.1 For Y2K the NWR EOC, based on current assumptions, will be activated and staffed at 5:00 PM on December 31, 1999, and will remain active until 2:00 AM January 1, 2000, at a minimum.

3.5.2 The NWR EOC will remain active until it is determined that all vital services are being provided and the Department is operating under such conditions Region and State wide that the EOC is no longer required. This includes verification that normal telecommunication channels are operational or alternate communications means are in place.

3.5.3 The need to activate the EOC will be continually reevaluated based on the most recent assumptions as to anticipated conditions.

3.6 Northwest Region Radio

3.7 Role of Maintenance

3.8 Incident Response Team

3.9 Safety Team

3.10 Coordination With State and Local Agencies

3.10.1 Planning for this event is coordinated through the Emergency Management coordinators of cities, counties, Olympic and North Central Regions, and Canada. Area Maintenance Superintendents act as liaison with local Emergency Management organizations.

3.10.2 Should an emergency condition develop, coordination will be through the EOC's

3.11 Employee Reporting During Y2K event

3.11.1 On the first working day in January 2000, employees are to assume a Level 1 emergency exists if there is localized loss of power or phone service. All employees report to duty stations.

3.11.2 On the first working day in January 2000, employees are to assume a Level 2 emergency exists if the media reports large scale power and communications failures widespread throughout the NW Region. The EOC may be activated and identified EOC staff will report directly to the EOC. All employees report to duty stations for further direction, unless otherwise specifically instructed by supervisor, management, or media.

3.11.3 On the first working day in January 2000, employees are to assume a Level 3 emergency exists if the media reports massive power and communications failures affecting the majority of the Region's population. The EOC will activate and identified EOC staff will report as soon as possible to the EOC. All emergency personnel will report to duty stations or pre-planned alternate sites. All other employees must report in as instructed by supervisor, management, or media.

3.11.4 By the first working day in January 2000, all employees are expected to use their own means (i.e., battery-operated radio) to determine the level of emergency associated with Y2K failures and to respond accordingly.

3.12 Business Resumption

See reference 2.

- Ensure operation of state highway corridors (Winter Emergency Plan used as priority guidelines).
- Ensure movable bridges are operational.
- Verify operations of I-90 tunnel and lids and related traffic control devices on or after 1/1/2000 to ensure proper operation and monitoring.(Have you considered/documented your strategy to verify these operations)
- Follow a communications plan to inform employees and the public of any adverse effects from the millennium rollover.
- Activate the facilities inspection. Inspect Dayton Avenue facility on 1/1/2000, all other facilities on a measured response schedule.

4. Responsibilities of Regional Personnel

Refer to Northwest Region Emergency Response Plan, Section 4 Responsibilities of Regional Personnel, Items 4.1 through 4.22, for the following subsections:

4.1 Regional Administrator/Deputy Regional Administrator
4.2 Assistant Regional Administrator for Maintenance
4.3 Assistant Regional Administrator for Traffic/Regional Traffic Engineer
4.4 Assistant Regional Administrator for Program Management and Highways and Local Programs
4.5 Assistant Regional Administrator Engineering Support and Specialty Services
4.6 Area Administrators
4.7 Area Engineering Managers
4.8 Administrative Services — Administrative Officer
4.9 Public Affairs — Regional Public Affairs Officer
4.10 Equipment — Regional Equipment Superintendent
4.11 Facilities — Regional Facilities EngineerL-2 Facilities — Regional Office Plant Manager
4.12 Maintenance — Maintenance Superintendent
4.13 Personnel — Regional Human Resources Manager
4.14 Project Offices — Project Engineers
4.15 Property Management — Real Estate Services Manager
4.16 Radio — Radio Operations Supervisor
4.17 Radio — Radio Operators
4.18 Safety — Regional Safety Officer
4.19 Traffic Operations — Regional Traffic Operations Engineer
4.20 Traffic Operations — Traffic Systems Management Center (TSMC)
4.21 Emergency Operation Center (EOC)

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1. Introduction

1.1 Background

The vast majority of incidents that impact the transportation system are accidents involving motor vehicles. These incidents present hazards to the motoring public but are generally isolated in small areas and can be routinely handled using North Central Region resources. However, when an extraordinary disaster occurs, such as an earthquake, flood, fire or volcanic eruption, damage to the region may be widespread and the need to manage local, state, and federal resources intensifies. When such a disaster occurs, the North Central Region may need to coordinate emergency response efforts and resources with its maintenance offices, with the Olympia Service Center and other regions, and with other local, state, and federal agencies.

1.2 Purpose

This plan describes the basic mechanisms by which the North Central Region will respond to and manage major natural and man-made emergencies that impact the state transportation system in the North Central Region. Although this plan does not establish absolute standards, it does establish uniform operating procedures and performance guidelines. In some instances, the North Central Region may be required to operate differently than stated in this plan in order to respond properly to an emergency. The judgment of trained personnel should be used in conjunction with this plan for emergency response operations.

1.3 Policies

During major emergencies, the North Central Region will implement the following WSDOT emergency response policies.

1.3.1 Minimize loss of life and property.

1.3.2 Protect the integrity of the state operated highway system and related facilities.

1.3.3 Repair and open damaged highways and facilities as quickly as possible.

1.3.4 Assign key personnel at disaster sites to oversee operations and provide consistent information to Headquarters and other regions.

1.3.5 Cooperate with other agencies at the local, state and federal levels.

2. Definition, Situation and Assumptions

2.1 Definition of "Emergency"

The Washington State Department of Transportation (WSDOT) defines an emergency as:

> *An unexpected situation caused by an accident, natural disaster, or other unforeseen occurrence that has placed an existing state transportation facility or a department-controlled property (real or personal) in jeopardy or has rendered the transportation facility impassable or inoperable and that requires prompt reconstruction, repair, or other work.*

2.1.1 Emergency Levels

Level-I emergencies are isolated incidents which can be routinely handled at the Regional level. These incidents may require North Central Region personnel to provide traffic control at the scene, and in some instances, to assist the State Patrol in clearing the roadway.

Level II emergencies are situations that can not be resolved with resources from the North Central Region. These emergencies may involve several agencies and other Regions. The North Central Emergency Operation Center (NCEOC) and the Olympia Service Center Maintenance Office may be used to respond to the emergency. Level II emergencies involve an emergency declaration by the North Central Regional Administrator to accomplish emergency work. Level II emergencies may also involve a proclamation of State of Emergency by the Governor and may involve a request for Presidential declaration of emergency or major disaster.

Level III emergencies are catastrophic events that require massive amounts of resources from local, state and federal governments. For these events, the North Central Regional Administrator makes an emergency declaration to accomplish emergency work. The NCEOC and the Olympia Service Center Maintenance Office will be used to coordinate WSDOT response and recovery operations. The Washington State Emergency Operations Center is activated to coordinate emergency management and response activities of all state agencies, including WSDOT. Level III emergencies involve: 1) an emergency declaration by the North Central Regional Administrator to accomplish emergency work: 2) a proclamation of State of Emergency by the Governor, and: 3) a Presidential declaration of emergency or major disaster.

2.2 Situation

This plan addresses Level II and III emergencies (as defined in Section 2.1.1) and may involve the coordination of local, state, and federal resources. These emergencies include, but are not limited to, the following events:

Natural Emergencies	Human-Caused Emergencies
Avalanches	Acts of Terrorism
Earthquakes	Civil Disturbances
Forest Fires	Dam Failures
Floods	Nuclear Facility Failures
Snow Storms	Hazardous Materials Incidents
Volcanic Eruptions	Search and Rescue Emergencies

2.3 Assumptions

The North Central Region will attempt to provide immediate and efficient response to an emergency to the best of its ability. In some instances, the Region's personnel and resources may be overwhelmed and may not be able to provide immediate service to the entire transportation system in the North Central Region.

3. Concept of Operations and Response

3.1 General

Overall coordination of the North Central Region emergency response operations will be conducted from the North Central Emergency Operations Center (NCEOC) located in the North Central Region Area I Maintenance office located at 2830 Euclid Avenue, Wenatchee. (Section 3.5 provides an overview of NCEOC operations during an emergency.) All decision level administrators and managers will report to or assign a representative to the NCEOC upon the request of the NCEOC supervisor. (Section 4 - Assignment of Responsibilities provides a list of personnel who will report to the NCEOC.)

3.2 Response Tasks

During major natural and man-made emergencies, the North Central Region will take appropriate actions to accomplish the following response tasks:

3.2.1 Perform all duties necessary to protect state transportation facilities.

3.2.2 Remove or take actions to reduce any hazards on the state transportation facilities that tend to endanger the traveling public.

3.2.3 Close or restrict any portion of a state transportation facility whenever the condition of any state highway is such that for any reason its unrestricted use or continued use will greatly damage that state transportation facility or endanger the traveling public.

3.2.4 Reconstruct, repair, and maintain state transportation facilities and alternate routes.

3.2.5 Mobilize personnel and equipment required for emergency engineering services on state transportation facilities.

3.2.6 Assist the Washington State Patrol by:

a. providing vehicle traffic control

b. providing access control

c. providing assistance in rerouting vehicle traffic around or away from the affected area.

d. providing equipment and materials

3.2.7 Provide traffic control assistance to designated hazardous materials command agencies when requested.

3.2.8 Determine the usable portions of the state transportation network.

3.2.9 Perform damage assessment and provide cost estimates for state transportation facilities.

3.2.10 Provide communication for emergency response operations.

3.2.11 Provide information on emergency response activities to the media and the Governor's office.

3.2.12 Provide ground transportation for state personnel.

3.3 Authority and Chain of Command

The North Central Regional Administrator has the authority to direct all emergency operations at the Regional level. In the absence of the Regional Administrator and if unforeseen circumstances preclude the Regional Administrator from formally designating, in writing, another official, all responsibilities and authorities of the Regional Administrator that may be properly delegated fall upon the Regional official highest on the following list who is able to exercise them at the Regional HQ office:

1. Regional Maintenance Engineer — Bob Stowe
2. Regional Construction Engineer — Bill Stokes
3. Regional Project Development Engineer — Dan Sarles
4. Regional Program Management Engineer — Vacant
5. Regional Traffic Engineer — Jenenne Ring
6. Regional Highways and Local Programs Engineer — Stan Delzer

3.4 Emergency Organization

During an emergency, all normal Tables of Organization (TO) will continue to apply. All employees should report to and continue to work under their immediate supervisor. If the immediate supervisor is unable to report to work, employees should report to the next highest supervisor on the Table of Organization.

3.5 North Central Emergency Operations Center (NCEOC)

The NCEOC will be used during any major emergency which requires significant coordination and mobilization of personnel and equipment as determined by the Regional Administrator. The NCEOC will serve as a communication center and staging area for coordinating instructions within the Region and the Olympia Service Center and as a source of contact with the press and public.

3.5.1 NCEOC Response Activities

During major emergencies, the NCEOC will be used to conduct the following activities:

- Identify and evaluate the availability and capacity of usable highways within regional boundaries.
- Coordinate efforts to erect signs and traffic control devices on restricted or closed routes in the North Central Region.
- Develop a situation map showing current status of transportation facilities in the Region and indicate which facilities can be used as alternatives.
- Estimate essential traffic demand on the transportation facilities within the North Central Region.
- Inform the public and media of transportation facilities closed because of damage.
- Establish Incident Command Centers, if necessary, to assist in emergency operations for isolated incidents.
- Inform the Olympia Service Center Maintenance of all transportation facilities capacity reductions and closures within the Regional boundaries.
- Notify Olympia Service Center Maintenance if emergency transportation facilities traffic regulation has been implemented.
- Coordinate with Olympia Service Center the issuance of permits for the use of regulated transportation facilities.

- Coordinate emergency operations with other state, county, and city agencies in the area.
- Contact other Regions for information on available resources.

3.5.2 Personnel Reporting to the NCEOC

The following officials should report to or assign a representative to the NCEOC during an emergency or upon the request of the NCEOC supervisor:

- Regional Maintenance Engineer
- Regional Construction Engineer
- Regional Project Development Engineer
- Regional Program Management Engineer
- Regional Traffic Engineer
- Regional Highways and Local Programs Engineer
- Regional Information Systems Supervisor
- Regional Radio Operations Supervisor
- Regional Equipment Superintendent

3.5.3 Concept of Operation of the NCEOC During Emergencies

1. If an emergency can be forecasted, the NCEOC personnel will notify proper officials via telephone, pager, or radio that an emergency is expected. NCEOC personnel will then advise each official to report to or send a representative to the center, if deemed necessary by the NCEOC supervisor.
2. The NCEOC will set up accommodations for emergency response operations. North Central Regional resources will be used as needed.
3. Officials reporting to the NCEOC in person should have their calls forwarded to one of the phones in the NCEOC. The NCEOC staff will make arrangements to have a list of critical telephone numbers and a list of resources in the NCEOC. This will allow coordination and mobilization efforts to be conducted from the center.
4. All personnel in the center (officials, representatives, radio operations, NCEOC personnel, etc.) will maintain a log of their own actions from the start. Each person in the center will be prepared to accommodate, as best as possible, requests for

information, equipment and personnel. (Reporters will not be allowed in the NCLOC. The Regional Project Development Engineer will provide the media with information as conditions change.

5. As damage reports and field assessments are received via radio and telephones, they will be posted on status boards and marked on maps in the Area I Conference Room by NCEOC staff. The maps will be used to track road closures and roadway damage, locate hazards, and identify alternate routes. NCEOC staff will also update the information on the status boards and maps. Officials will also post all information they receive on the status boards and maps so that the information is available to all those in the center. The information on the status boards will be disseminated to all pertinent offices and agencies.

6. If the emergency escalates beyond the capacity of the North Central Region, officials can request outside resources by contacting the Olympia Service Center Maintenance or by contacting other Regions or maintenance offices outside the affected area.

3.6 North Central Region Radio System

North Central Region Radio System consists of 6 base stations (Wenatchee, Ephrata, Okanogan, Electric City, Blewett and Stevens Pass.)

Wenatchee Radio is located in the NCEOC and is the primary communication center for the Region. Wenatchee Radio's primary responsibilities are:

1. Assist in dispatching maintenance personnel to the scene of an incident or hazard in the North Central Region.
2. Coordinating incident response activities with the WSP.
3. Disseminating roadway information to appropriate personnel.
4. Maintaining a log of events and roadway repairs reported over the radio system.
5. Providing communication for construction coordination.
6. Operating VMS and HAR.
7. Monitoring the Northwest Avalanche Forecast Center.
8. Contacting the WSDOT Aviation Division for Search and Rescue (SAR) activities.

During an emergency, the North Central Region Radio will continue to operate from the NCEOC unless the facility is determined to be unsafe and must be evacuated or when communication systems in the NCEOC radio room are inoperable. The next nearest operable base station will then be used.

If the NCEOC facility loses power to the PBX phone system, the Radio Room has two computer modem phone lines which are separate from the phone system. These lines can be used to make calls outside the office.

If the North Central Regional Radio is forced to evacuate the NCEOC, the radio operators on duty will equip themselves with cellular phones and forward their calls to the cellular number. Radio operators will utilize available portable and vehicle-mounted radios to provide communication to the Regional HQ Office.

All radio operators will attempt to report in to the Region's radio in an emergency.

3.7 Role of Maintenance

The primary objective of WSDOT Maintenance during a major emergency is to maintain a network of prioritized routes which will provide reasonable access to as many roads in the North Central Region as possible.

The North Central Region is divided into 3 Maintenance areas. (These areas are shown on Page 74). Each Area has one main office facility and several supporting section facilities. In addition to this, the North Central Region is also equipped with two branch facilities: Wenatchee Equipment Shop and District Wide Maintenance. (A listing of all maintenance facilities in the North Central Region is provided in the "WSDOT Emergency Services Directory" included in this plan.)

3.7.1 Regional Maintenance Engineer

The Regional Maintenance Engineer is responsible for overall management and coordination of the Area and Branch offices in the North Central Region. The Regional Maintenance Engineer will manage and coordinate Region-wide maintenance activities from the Regional Area I Maintenance office during an emergency.

If an emergency escalates beyond the resources of one area or effects more than one area, the Regional Maintenance Engineer may coordinate maintenance activities of the Area Offices and may assign maintenance personnel to severely damaged areas of the Region.

3.7.2 Maintenance Area Offices

Each Maintenance Area office is equipped with maintenance crews, vehicles and machinery and is responsible for roadway repairs and debris removal within Area boundaries (as shown on page 74). In general, the highest priority roadways are those needed to: 1) protect the safety of the citizens of the State of Washington; 2) provide emergency supplies, materials, and services; and 3) provide mobility for the greatest volume of traffic. Each area will be allowed to restrict or close routes that present a hazard to the traveling public or that is needed to support emergency services such as excavating those from hazardous areas or transporting essential equipment and supplies.

Each Area is supervised by one Maintenance Superintendent. The Superintendent works out of the Area Office and is responsible for overseeing the activities of all maintenance crews in the Area. The Area Superintendents will supervise all emergency response activities within Area boundaries and coordinate emergency response activities with the Regional Maintenance Engineer if the emergency escalates beyond the resources of the Area. Area Superintendents will also keep the NCEOC informed of all significant road blockages and closures resulting from the disaster.

3.7.3 Maintenance Sections

Each Maintenance Area contains several Sections. The section facilities are generally located throughout an Area to provide efficient maintenance service to all parts of the Area. Each Section is supervised by a Maintenance Supervisor. If a situation escalates beyond the resources of the Section facility, the Supervisor will contact the Area Superintendent. Each Section is equipped with maintenance crews, vehicles and machinery.

3.7.4 Wenatchee TEF Shop

The Wenatchee Transportation Equipment Fund (TEF) Shop supports maintenance personnel and engineers by supplying and maintaining TEF equipment for the North Central Region. TEF equipment includes cars, trucks, radios, heavy machinery, other equipment, and the ability to obtain fuel at every maintenance-site in the event of a power loss. The TEF Shop is based from the Wenatchee facility.

3.7.5 Maintenance Crews

Maintenance crews will be responsible for clearing debris from the roadway, providing traffic control, and repairing and maintaining roadways, structures, signals, and drainage systems. The judgment of the maintenance person in charge at a disaster scene will govern

response actions at the site. However, all maintenance crews should coordinate response activities with the Section Supervisor or the Area Superintendent. Maintenance crews should report all road closures, blockages, and roadway damage to the Area Office or to the North Central Region Radio.

3.8 Coordination With Local Agencies

The North Central Region will coordinate emergency response activities with local agencies whenever possible and provide assistance to the extent it does not compromise the Region's ability to maintain its roadway system.

3.8.1 Coordination With Other Local Governments and Agencies

When an emergency effects the ability of local governments and agencies to save or protect lives, the North Central Region will attempt to keep highways and state owned facilities operational so that local agencies can provide emergency services and support to the area. The North Central Region will work with local agencies on prioritizing roadway repairs based on the needs of local communities.

Local governments in need of emergency engineering services or equipment from WSDOT for areas which are not under WSDOT responsibility, should contact the Washington State Military Department Emergency Management Division (EMD). The EMD will contact the WSDOT State Maintenance Engineer in Olympia. The State Maintenance Engineer will consult with the North Central Regional Administrator or the North Central Regional Maintenance Engineer on whether these services can be provided without compromising the ability of the North Central Region to respond to emergencies on state-owned property.

3.8.2 Coordination With FEMA and Other Federal Agencies

Coordination of emergency response activities with FEMA and other federal agencies are conducted through the Washington State Military Department Emergency Management Division (EMD). Requests from federal agencies for emergency services or equipment made directly to the North Central Region should be forwarded to the State Maintenance Engineer in Olympia. The State Maintenance Engineer will coordinate with the North Central Regional Administrator on the appropriate response to these requests.

3.9 Specific Response Procedures

This section contains special procedures for specific types of events which effect the North Central Region. These procedures do not ensure a fail safe response plan. The judgment of trained personnel should be used in conjunction with these procedures.

3.9.1 Flooding

Water over the roadway and ponding or plugged drains are treated as immediate hazards. Personnel will be called out to the site by North Central Regional Radio or by Area Maintenance. During a flood alert or warning, the Area Maintenance Superintendent will be notified. If flooding is imminent, the Area Maintenance Superintendent will close or take actions to protect the roadways.

3.9.2 Bridge Closures

All incidents on bridges will be reported by North Central Regional Radio to maintenance personnel. North Central Region personnel will inspect the bridge for damage or notify Olympia Service Center Bridge of condition. All bridges that present a danger to the traveling public will be closed and reported to North Central Regional Radio. The North Central Regional Area Superintendent will coordinate bridge repair.

During a major disaster, such as an earthquake, bridge maintenance and roadway maintenance crews will perform preliminary inspection of all bridges in the North Central Region. If the bridge is damaged and presents a danger to the public, the maintenance crew at the scene will close the bridge until Olympia Service Center bridge engineers can perform a more detailed inspection of the bridge.

4. Responsibilities of Regional Personnel

This section provides guidelines for North Central Region personnel on response activities during major emergencies. These guidelines are intended to assist personnel in addressing problems which may develop during an emergency.

4.1 North Central Regional Administrator (NCEOC Supervisor)
4.2 North Central Regional Maintenance Engineer
4.3 North Central Regional Construction Engineer
4.4 North Central Regional Project Development Engineer
4.5 North Central Regional Program Management Engineer
4.6 North Central Regional Traffic Engineer
4.7 North Central Regional Highways and Local Programs Engineer
4.8 North Central Regional Administrative Officer
4.9 North Central Regional Equipment Superintendent
4.10 North Central Regional Facilities Planner
4.11 Maintenance Superintendents
4.12 North Central Regional Safety Officer
4.13 Project Engineers
4.14 North Central Regional Real Estate Services Manager
4.15 Radio Operations Supervisor
4.16 Radio Operators
4.17 North Central Regional Information Technical Services
4.18 North Central Emergency Operations Center (NCEOC)

4.1 Regional Administrator

4.1.1 Declare all emergencies that require the authority of the Regional Administrator under IL 07-45.

4.1.2 Perform or delegate procedures necessary for accomplishing emergency repair work under IL 07-45.

4.1.3 Report to the statewide EMD. Supervise emergency operations within the region.

4.1.4 Maintain communications with the State Maintenance Engineer at the Olympia Service Center.

4.1.5 Make executive decisions for closing major highways and prioritizing debris removal from roadways during catastrophic emergencies.

4.1.6 Provide available personnel and equipment to other regions if requested.

4.1.7 Provide personnel to assist FHWA representatives in determining the magnitude of the damage caused by the disaster.

4.1.8 Document all of your own activities pertaining to emergency response operations.

4.2 Regional Maintenance Engineer

4.2.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.2.2 Report to the NCEOC, upon the NCEOC's request to coordinate emergency operations within the Region.

4.2.3 Provide information to the Regional Administrator on emergency maintenance operations.

4.2.4 Report all highway conditions to, and maintain communications with, the State Maintenance Engineer in Olympia

4.2.5 Evaluate disaster information and determine extent of damage.

4.2.6 Coordinate mobilization of roadway maintenance personnel and equipment.

4.2.7 Coordinate services required for performing road repairs and implementing traffic control devices, such as signs and barricades, with Traffic Operations.

4.2.8 Coordinate emergency inspection for roadway safety and structure integrity.

4.2.9 Coordinate detour assignments with the Regional Traffic Engineer.

4.2.10 Coordinate equipment rentals with the Regional Equipment Superintendent.

4.2.11 Maintain liaison with local construction and equipment rental.

4.2.12 Under direction from the Regional Administrator, coordinate damage assessment teams and provide initial estimates for damaged highways on the federal aid system to the Regional Highways and Local Programs Engineer.

4.2.13 Document all of your own activities pertaining to emergency response operations.

4.3 Regional Construction Engineer

4.3.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.3.2 Coordinate mobilization of construction and contractor personnel and equipment.

4.3.3 Coordinate equipment rentals with the Regional Equipment Superintendent.

4.3.4 Maintain liaison with construction and equipment rental companies and with the Washington State Chapter of Associated General Contractors.

4.3.5 Coordinate detour assignments with the Regional Traffic Engineer.

4.3.6 Report to the NCEOC, upon the NCEOC's request, to coordinate emergency operations within the region.

4.3.7 Provide information to the Regional Administrator on emergency response operations.

4.3.8 Document all of your own activities pertaining to emergency response operations.

4.4 Regional Project Development Engineer

4.4.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.4.2 Coordinate emergency engineering functions, such as plans, specifications, and cost estimates.

4.4.3 Provide information to the media and the public.

4.4.4 Provide information to the Olympia Service Center Public Affairs Office.

4.4.5 Document all of your own activities pertaining to emergency response operations.

4.5 Regional Program Management Engineer

4.5.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.5.2 Report to the NCEOC, upon the NCEOC's request to coordinate emergency operations within the region.

4.5.3 Provide information to the Regional Administrator (NCEOC Supervisor) on emergency response operations.

4.5.4 Coordinate with all support agencies to ensure maximum available funding exists during an emergency.

4.5.5 Document all of your own activities pertaining to emergency response operations.

4.6 Regional Traffic Engineer

4.6.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.6.2 Report to the NCEOC upon the request of the NCEOC supervisor to coordinate emergency operations within the region.

4.6.3 Devise and implement strategy for providing transportation through emergency areas.

4.6.4 Coordinate emergency traffic operations, such as detour assignments and alternate routes, to expedite road repairs.

4.6.5 Supervise implementation of traffic control at emergency areas.

4.6.6 Coordinate detour assignments with the Area Maintenance Superintendents.

4.6.7 Implement and execute emergency traffic policies.

4.6.8 Coordinate traffic operations with outside agencies.

4.6.9 Document all of your own activities pertaining to emergency response operations.

4.7 Regional Highways and Local Programs Engineer

4.7.1 Act as Alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.7.2 Coordinate Region response with local agencies.

4.7.3 Prepare documents needed by FEMA and State Emergency Management Division (EMD).

4.7.4 Document all of your own activities pertaining to emergency response operations.

4.8 Administrative Officer

4.8.1 Obtain necessary supplies for emergency response -and recovery operations.

4.8.2 Obtain contracts for emergency supplies and services.

4.8.3 Assist the NCEOC in contacting and scheduling employees for emergency response activities.

4.8.4 Obtain DM charge numbers and monitor charges through Regional Accountant. Also advise NCEOC of proper accounting procedures.

4.8.5 Document all of your own activities pertaining to emergency response operations.

4.9 Regional Equipment Superintendent

4.9.1 Coordinate equipment rentals with the Regional Maintenance Engineer and the Regional Construction Engineer.

4.9.2 Maintain a Region-wide inventory of available equipment for emergency response and recovery operations.

4.9.3 Locate available equipment through coordination with Regional Maintenance Superintendents or Area Supervisors.

4.9.4 Document all of your own activities pertaining to emergency response operations.

4.10 Regional Facilities Planner

4.10.1 Ensure all facilities are safe to conduct emergency response operations. Inspect all facilities for structural, electrical and other damage.

4.10.2 Ensure each facility has emergency power to conduct emergency response operations.

4.10.3 Establish emergency procedures with local utility company to provide utility needs.

4.10.4 Establish emergency procedures with local telephone companies to provide communication.

4.10.5 Document all of your own activities pertaining to emergency response operations.

4.11 North Central Regional Maintenance Superintendents

4.11.1 Take appropriate actions for emergency response operations as outlined in the WSDOT Maintenance Manual (M51-01).

4.11.2 Organize response activities of maintenance crews and assign crews to affected areas.

4.11.3 Maintain communication and report all emergency roadway work to North Central Regional Radio.

4.11.4 Maintain inventory of available equipment at area offices for emergency response operations.

4.11.5 Maintain communication and coordinate maintenance operations with the Regional Maintenance Engineer.

4.11.6 Ensure that vehicles are fueled and prepared for transport.

4.11.7 Ensure that materials and equipment are loaded and ready for - transport.

4.11.8 Document all of your own activities pertaining to emergency response operations.

4.12 Regional Safety Officer

4.12.1 Ensure evacuation and safety of all personnel from damaged buildings.

4.12.2 Coordinate safety of facilities with the Facilities Planner.

4.12.3 Receive information on injured persons and ensure that medical assistance has been provided for if necessary.

4.12.4 Ensure all emergency response operations are conducted safely and assist in providing proper equipment.

4.12.5 Ensure confined space air quality is adequate.

4.12.6 Document all of your own activities pertaining to emergency response operations.

4.13 North Central Regional Project Engineers

4.13.1 Provide personnel to administer contracts.

4.13.2 Provide personnel to bolster Maintenance personnel as needed.

4.13.3 Document all of your own activities pertaining to emergency response operations.

4.14 Real Estate Services Manager

4.14.1 Coordinate emergency right of way requirements, such as air space lease access requirements, and development rights with the Regional Project Development Engineer.

4.14.2 Document all of your own activities pertaining to emergency response operations.

4.15 Radio Operators Supervisor

4.15.1 Report to North Central Region Radio.

4.15.2 Activate emergency communications as necessary.

4.15.3 Ensure all radio operators have reported to alternate locations as necessary.

4.15.4 Maintain log of events and activities reported over the North Central Region Radio System.

4.15.5 Document all of your own activities pertaining to emergency response operations.

4.16 Radio Operators

4.16.1 Station sign into service as soon as you arrive.

4.16.2 Provide communication support to coordinate cleanup of incidents and roadway hazards with WSP.

4.16.3 Provide communication support to report roadway information to appropriate personnel.

4.16.4 Maintain a log of events and roadway repairs reported over the radio system.

4.16.5 Monitor the Northwest Avalanche Forecast Center.

4.16.6 Contact the WSDOT Aeronautics department of SAR (Search and Rescue) requests.

4.16.7 Document all activities going over the radio.

4.17 Regional Information Technology Center

4.17.1 Provide access to computer systems, local area networks and telecommunication systems as needed to support emergency.

4.17.2 Support any special computer or computer communication needs, software and hardware maintenance, network delivery.

4.18 North Central Emergency Operations Center (NCEOC) Area 1 Maintenance Office

4.18.1 Make preparations for the NCEOC to be used as the primary communication and coordination center for the Region.

4.18.2 Notify proper officials to report to or send a representative to the NCEOC.

4.18.3 Set up equipment in the NCEOC such as maps, status boards, furniture, and telephones.

4.18.4 Provide personnel to staff the center if additional assistance is required.

4.18.5 Receive information from radio operators and disseminate information to proper officials.

4.18.6 Maintain communication and provide information to outside key agencies.

4.18.7 Indicate all roadway conditions on a situation map, including road closures, roadway damage, hazardous areas, detour assignments, and alternate routes.

4.18.8 Make arrangements to have phone numbers of key contacts and information on critical resources available in the NCEOC.

4.18.9 Document all activities conducted from the NCEOC, including the activities of officials in the center.

4.18.10 The North Central Region Area I office staff will be responsible for providing support to the NCEOC.

5. Business Resumption Plan

The event will be declared over when either advised by OSC EOC or the person in charge of the SWR OSC through communications with region personnel is satisfied that the region is functioning near normal.

All events do not have to be over, there may still be small localized problems that are being managed that don't effect the entire region.

The region will resume their normal duties and work schedule at this point.

Areas that still have problems will continue to follow guidelines set forth in this document and the Emergency Response Plan.

6. Resources

6.1 General

The North Central Region resources are managed by Area Maintenance Offices, Section Offices, and Branch Offices. The Wenatchee TEF Shop is responsible for supplying and maintaining TEF equipment, which includes passenger vehicles, trucks, light and heavy machinery, radios, and other equipment. Each Maintenance Area and Section Office is responsible for equipment assigned to the area. During a major emergency, it may be necessary to borrow equipment from other Sections, Areas, and possibly Regions. Each Maintenance Superintendent can request to borrow equipment from another Area by contacting the Superintendent at that Area Office. Section Supervisors can also request to borrow equipment from another Section Office by contacting the Section Supervisor. However, equipment should only be loaned out if this action does not compromise the ability of the Area or Section to maintain its own assigned area, or unless it is deemed appropriate by the Regional Administrator based on regional priority.

The following sheets provide a listing of equipment available in each Area and Branch Office in the North Central Region. These sheets are intended to assist Maintenance personnel in locating essential equipment during emergencies.

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Introduction

No one can predict where or when a major disaster will occur or what damage it will cause. We will depend on all our transportation professionals to use good judgment and figure out what to do with what they have on hand. To assist in this, each facility is equipped with emergency power, extra first aid equipment, food, water, and a portable toilet.

The Olympic Region's Emergency Response Plan is set up beginning with the first responders and graduating to those who will have to figure out how to pay the bills and make sense out of the chaos.

Any emergency of a localized nature that does not effect the majority of the Region will be handled through normal operating procedures. This plan only covers catastrophic emergencies.

Maintenance

The Section Facility

The section crews, because they know the highways and the people in their area, are on site, and are equipped and trained to act, are the key players in the response phase following a catastrophic event affecting our highways.

Preparation

Section Facilities

Emergency Power

Each section facility has emergency power to provide fuel and minimal lighting. The generator will be checked twice a year by the Olympic Regions Maintenance Specialist. The Section Crews need to become familiar with the operations and maintenance of the generator and report any problems they notice with the generator to Olympic Region Facilities. The generators are diesel operated and have a laminated set of operating instructions. At least once each year every employee should start the generator using the instructions provided. (See Appendix)

Emergency Supply Kit

Each facility will have an emergency kit for each crew assigned to the section facility. These kits consist of a portable toilet, 55 gallon drum for water, extra first aid supplies, some lighting and a three day supply of emergency rations for five people. The crews need to make sure that the emergency supplies are left intact until needed. The water in the 55 gallon

drum needs to be replaced once each year. Section crews should become familiar with what is required to prepare the portable toilet for use. (See Appendix)

Housekeeping

Storage racks, lockers, hot water tanks, will be secured to the building. Heavy materials will be stored on the bottom racks of storage shelves. All hazardous and flammable liquids will be stored in non-breakable containers and secured. All floors will be kept clean and clear of tripping hazards.

All crew members must know where the shut off valves and switches for gas, water, and power are located and how to shut them off. A building plan has been provided in each facility which shows where the shut off valves and switches are located. (See Building Plan)

Vehicles

The fuel in all equipment should be topped off at the end of every work day.

The section crews should be aware that any vehicle stored inside the building may not be accessible after a major earthquake.

A spare set of vehicle keys should be kept where they can be accessed even if the building is damaged.

Personnel

All maintenance personnel need to have an Employee Emergency I.D. Card. Without the I. D. card our employees trying to report in may not be allowed on the highway by Public Safety Officials. These cards need to be collected by the Supervisor if an employee is terminated.

For the purpose of time keeping, industrial insurance, and defense in civil actions maintenance employees who perform evaluations of the highways on the way in to work are considered to be on the job.

Training

All maintenance personnel should attend the “Self and Family Preparedness Class”, quake proof their homes and have disaster supply kits for their homes and cars.

At least one person from each section facility should attend the post earthquake inspection class for facilities.

All maintenance personnel should become familiar with the effects of major earthquakes on transportation facilities and what to look for when surveying and reporting on damage in their area. A video and training program, “Post Earthquake Evaluation of Bridges” has is available from the Bridge Preservation Office.

Every Section facility should spend at least one safety meeting a year reviewing their plan on what they will do in the event of a major catastrophe effecting the highway system.

Communications

Each section crew should familiarize themselves with the location of any DOT repeater sites in their area and know what type of back up power system each has and be ready to provide assistance to restore power to these important communication links if communications go down. (See map)

Emergency Signs

Each Section should maintain additional supplies of signs and barricades for use in emergencies. (See Emergency Sign List)

Plan

Each Section Crew needs to plan what they will do in the event of a major disaster if it occurs during or after work hours. The plan should include how each crew member would be contacted, when and where they would report, what they would do. This plan should be updated whenever there is a crew change and should be reviewed at least once a year. The plan should address the most important routes maintained, where the potential bottlenecks are, (bridges, slide areas, utility crossings). Detours around the bottlenecks should be located. The plan should have a list of Utility company personnel, and local emergency personnel and describe how to contact them in an emergency.

Response

1. Take care of yourself and your family.
2. Report to your workplace or the nearest WSDOT Facility.
3. If you are not able to get to your section facility report in to your Lead Tech, Supervisor or Superintendent by phone or radio.

4. The senior person at each facility will report to the Area headquarters by phone or radio

    a. What each crew member saw on the way in. The condition of the roads and bridges. The location of any damage that obstructs travel. Problem areas should be located by milepost or identifiable landmark. Note if the obstruction can be bypassed, repaired easily, or requires a major effort to repair. Report on any needs for geo-technical or bridge inspection personnel.

    b. What is the section crew operational capability. Condition of the facility, vehicles, personnel, amount of fuel, signs and barriers available.

    c. Number of personnel available to work.

    d. Anticipated needs of the crew.

5. Send crew members to inspect the main routes in the area, carry signs and barricades to use to close highways and bridges and to sign detours. Carry chain saws to remove trees from the right of way.

6. Keep Area headquarters informed of the status of routes in the area.

7. Prioritize routes to repair by need as an emergency route, continuity with other areas, and effort required to reopen.

8. In the event of a declared emergency, purchasing and contract rules are eased. Care must be taken to document all purchases of material or services, including the cost, a description of the material or service purchased, the name of the vendor, and the purpose for the purchase. A supply of forms to be used are with the emergency kit. Contractors must be pre-qualified. During an emergency the Regional Administrator may qualify contractors.

9. Request Disaster Maintenance (DM) numbers from your Area Headquarters.

Recovery

1. Maintain detours and detour signs

2. Accomplish assigned work and maintain open routes.

Maintenance Area Headquarters

The maintenance Area Headquarters will be the hub where information is gathered and disseminated and Maintenance resources dispatched to the locations where they are needed during the response phase, the first 72 hours of an emergency. During this phase the Area Headquarters is where most coordination will be handled with local agencies.

Preparation

Facilities

Emergency Power

Each Area facility has emergency power to provide fuel and minimal lighting. The generator will be checked twice a year by the Olympic Regions Maintenance Specialist. Maintenance Area personnel need to become familiar with the operations and maintenance of the generator and report any problems they notice with the generator to Olympic Region Facilities. The generators are diesel operated and have a laminated set of operating instructions. At least once each year Area personnel should start the generator using the instructions provided.

Emergency Supply Kit

Each Area facility will have one or more emergency supply kits. These kits consist of a portable toilet, 55 gallon drum for water, extra first aid supplies, some lighting and a three day supply of emergency rations for five people. The crews need to make sure that the emergency supplies are left intact until needed. The water in the 55 gallon drum should be replaced once each year. They should become familiar with what is required to prepare the portable toilet for use.

Housekeeping

Storage racks, lockers, and hot water tanks, will be secured to the building. Heavy materials will be stored on the bottom racks of storage shelves. All hazardous and flammable liquids will be stored in non-breakable containers and secured outside of the main building. All floors will be kept clean and clear of tripping hazards.

All Area personnel must know where the shut off valves and switches for gas, water, and power are located and how to shut them off. A building plan has been provided in each facility which shows the locations of the shut off valves and switches.

Vehicles

The fuel in all equipment should be topped off at the end of every work day.

Area personnel should be aware that any vehicle stored inside the building may not be accessible after a major earthquake.

A spare set of vehicle keys should be kept where they can be accessed even if the building is damaged.

Personnel

All maintenance personnel need to have an Employee Emergency I. D. Card. Without the I. D. card our employees trying to report in may not be allowed on the highway by Public Safety Officials. These cards need to be collected by the Supervisor if an employee is terminated.

For the purpose of time keeping, industrial insurance, and defense in civil actions maintenance employees who perform evaluations of the highways on the way in to work are considered to be on the job.

Training

All maintenance personnel should attend the, “Self and Family Preparedness Class”, quake proof their homes and have disaster supply kits for their homes and cars.

At least one person from each Area facility should attend the post earthquake inspection class for facilities.

All maintenance personnel should become familiar with the effects of major earthquakes on transportation facilities and what to look for when surveying and reporting on damage in their area. A video and training program on “Post Earthquake Safety Evaluation of Bridges”, has been prepared and is available from Bridge Preservation.

Area maintenance personnel should spend at least one safety meeting a year going over their plan on what they will do in the event of a major catastrophe effecting the highway system.

Good communications is a key element to rapid recovery. All our 800 mhz repeater sites have been hardened to resist the effects of an earthquake. Each site is equipped with back up emergency power. The Neilton site has battery back up with about 8 hrs of power and will require recharging if there is an extended power blackout. All other sites have auxiliary generators.

Maintain a list of all WSDOT materials and equipment in the area, Maintain up to date lists of: Contractors, Equipment rental outfits, Public Safety offices, Local Agency personnel, other state and federal agencies in the area.

Response

1. Take care of yourself and your family.
2. Report to your workplace or the nearest WSDOT Facility.
3. Report in to your supervisor or superintendent by phone or radio.

Maintenance Supervisor/Superintendent Report

Report will go initially to Olympic Radio. Reporting will shift to the Olympic Region Emergency Operation Center when it is operational.

Initial Report

a. What crew members saw on the way in. The condition of the roads and bridges.

b. What is the Maintenance Areas operational capability. Condition of the facility, useable vehicles, personnel available for work, amount of fuel available, signs and barriers available.

c. Immediate needs of the maintenance area.

Subsequent Reports as Conditions Change

1. Send maintenance personnel to inspect the main routes in the area, carry signs and barricades to use to close highways and bridges and to sign detours. Carry chain saws to remove trees from the right of way.
2. Report to the Region Headquarters the condition of each route. The location of any damage that obstructs travel. Note if the obstruction can be bypassed, repaired easily, or requires a major effort to repair. Report on any needs for geo-technical assistance, bridge inspection personnel, or emergency contracts.
3. Prioritize routes to repair by need as an emergency route and effort required to reopen and continuity with other areas.
4. In the event of a declared emergency, purchasing and contract rules are eased. Care must be taken to document all purchases of material or services, including the cost, a description of the material or service purchased, the name of the vendor, and the purpose for the purchase. A supply of forms to be used are with the emergency kit.
5. Request Disaster Maintenance Numbers (DM’s) from Olympic Region Operations.

Recovery

1. Maintain detours and detour signing.
2. Accomplish assigned repairs and maintain open routes.
3. Incorporate other Regions maintenance personnel, send maintenance personnel to other areas or regions as requested.
4. Assist in evaluating emergency repair work.

Olympic Region Headquarters Emergency Operations (General)

Preparation

Facilities

Emergency Power

The Olympic Region Headquarters has emergency power (125 KW) to building 2, (the TEF building). This provides power to the fuel pumps, the Regions emergency center, the radio building, signal shop, and provides lights for the mechanics. There is some emergency power (12KW) to building 7 to maintain power to our PBX for telephones and for one duplex receptacle for operations.

Emergency Supply Kits

These are located throughout the complex and are noted on the building floor plans.

Housekeeping

Storage racks, lockers, and hot water tanks, will be secured to the building. Heavy materials will be stored on the bottom racks of storage shelves. All hazardous and flammable liquids will be stored in non-breakable containers and secured outside. All floors will be kept clean and clear of tripping hazards.

Regional Headquarters personnel should acquaint themselves with the locations of the shut off valves and switches for gas, water, and power and learn how to shut them off. A building plan has been provided in each facility which shows the locations of the shut off valves and switches. (See building plan)

Personnel

Operations personnel need to have an Employee Emergency I. D. Card. Without the I. D. Card employees trying to report in to the emergency operations center may not be allowed on the highways by Public Safety officials. These cards must be collected by supervisors when employees are terminated.

Training

All personnel should attend the "Self and Family Preparedness" class, quake proof their residence and have disaster supply kits for their homes and cars.

Operations Facility personnel are trained in post earthquake inspection of facilities.

There will be a minimum of one communications training exercise run every year. The exercise will require operations personnel to open the emergency operations center and run a communications exercise with the maintenance areas and the service center.

Emergency Functions of Key Personnel and Offices

Olympic Region Administrator

Preparation

1. Take the *Family and Self Preparedness* Class.
2. Develop contingency plans with Local Agencies and other State Agencies.
3. Maintain liaison with the Washington State Chapter of the Associated General Contractors of America.
4. Participate in the annual emergency communication exercise.

Response

1. Have personnel staff the Region Emergency Operation Center.
2. Coordinate and supervise emergency operations within the Olympic Region.
3. Maintain communications with the Olympia Service Center.
4. Coordinate prioritization of routes, assigning detours, and debris removal from highways.
5. Sign a Declaration of Emergency, inform the Secretary of Transportation.
6. Establish priorities for emergency contract work.
7. Report to the Service Center the location, description, and estimated cost of damage.
8. Request assistance from other Regions.
9. Provide personnel and equipment to other Regions if available.

Recovery

1. Assist representatives from FHWA to determine the magnitude of the damage caused by the disaster.
2. Review the regions emergency response.
3. Promote the Regions need for emergency funding.
4. Restore highways to normal operating conditions as soon as possible.

Assistant Regional Administrator for Operations

Preparation

1. Take the *Family and Self Preparedness* course and encourage all operations employees to take the course.
2. Ensure there is a three day emergency supply of food, fuel, water, and first aid equipment at each facility.
3. Ensure there is a sufficient supply of emergency signs and barriers strategically located throughout the Region.
4. Set up of the Olympic Region emergency command center with sufficient supplies to operate continuously for 72 hours.
5. Hold an annual Region wide emergency communications exercise.

Response

1. Serve as Emergency Response Manager at the Olympic Region.
2. Open and staff the Regions Emergency Operation Center if needed.
3. Maintain communications with the Maintenance Areas, the State Maintenance Engineer, and the Regional Administrator.
4. Collect information from throughout the Region about the status of highways, equipment and personnel.
5. Report the Regions situation to the State Maintenance Engineer and the Regions Administrator.
6. With the Regions Traffic Engineer establish detours.
7. Develop priorities, allocate resources.
8. Make sure DM numbers are set up.
9. Recommend emergency response strategies and priorities to the Region Administrator.

10. Contact pre-qualified Contractors in the Region and determine their availability.

11. With the Regions Equipment Superintendent contact local equipment rental agencies.

12. Coordinate with local Programs, Planning, and Project Development.

Recovery

1. With the Assistant Regional Administrator for Project Development, put together emergency contract design teams.

2. Continue to utilize maintenance to maintain detours and clean up highways.

3. Be the Regions contact with FHWA and FEMA.

4. Provide damage assessment teams to determine total cost and needs.

5. Request assistance through the State Maintenance Engineer.

6. Process the paperwork required for Federal Reimbursement.

7. Provides necessary information to Program Management for approval of unprogrammed projects at the Screening Board.

Assistant Regional Administrator for Project Development

Preparation

1. Take the *Family and Self Preparedness* course and encourage all employees to take the course.

2. Train personnel on emergency contracting procedures

3. Train personnel to do highway damage assessment.

Response

1. Report in to the Emergency Operation Center.

2. Assist in providing teams to do preliminary damage assessment.

3. Provide personnel to develop emergency contract plans.

4. With the Assistant Regional Administrator for Operations, put together emergency contract design teams

Recovery

1. Prioritize permanent contract work
2. Coordinate plans, specifications and estimates for permanent contract work.

Region Radio Technician

Preparation

1. Harden all radio repeater sites
2. Ensure all repeater sites have emergency power.
3. Assist in the annual Emergency Communications exercise.

Response

1. Report in to the Emergency Operation Center
2. Check all repeater sites and do a systems check
3. Assist the Operation Center in running communications.
4. Trouble shoot any communications problems

Recovery

1. Check all repeater sites
2. Assist the area offices to maintain communications.

Equipment Superintendent

Preparation

1. Take the *Family and Self Preparedness* course and encourage all employees to take the course.
2. Provide and maintain emergency power at all refueling sites.
3. Maintain lists of equipment rental companies and what equipment they have to rent.
4. Be prepared to service vehicles in the field.

Response

1. Report to the Region Emergency Operation Center if possible, or maintain communications with the Region Operations Engineer.
2. Call in equipment maintenance personnel to provide emergency equipment maintenance.

Recovery

1. Find alternate equipment maintenance facilities if ours are damaged.
2. Support the Regions equipment needs as necessary.

Region Bridge Maintenance Crews

Preparation

1. Take the *Family and Self Preparedness* class.
2. View the, *Post Earthquake Safety Evaluation of Bridges* video.
3. Maintain expertise in assembling the Bailey Bridge.

Response

1. Take care of your family, then report in to work, take note on the way in the condition of the roads and bridges.
2. Report to the supervisor what was seen on the way in.
3. Report in to the Area or Region Emergency Operation Center for assignment.
4. Be prepared to do a level one inspection of bridges.
5. Evaluate shoring needs on bridges.
6. Note what routes could be reopened with the use of our emergency bridge assets.

Recovery

1. Continue to inspect bridges as necessary.
2. Shore up bridges, build Bailey Bridges, repair bridges as assigned.

Olympic Region Traffic Engineer

Preparation

1. Take the *Family and Self Preparedness* class.
2. Prepare detour plans.
3. Provide a list of emergency sign requirements to the Areas.

Response

1. Take care of your family then report into the Emergency Operation Center.
2. Prepare and revise detour plans.

3. Send crews to repair signals or assist in traffic control and signing duties.
4. Maintain communications with the State Traffic Engineer.
5. Provide electrical assistance to Region facilities as needed.

Recovery

1. Prepare traffic control plans
2. Assist in maintaining signing for detour routes.
3. Repair signals, replace signs and markings as needed.

Region Highways and Local Programs Engineer

Preparation

1. Take the *Family and Self Preparedness* Class.
2. Have the staff see the video on *Post Earthquake Safety Evaluation of Bridges*.
3. Meet with local agencies and develop agreements to ease communications in the event of an emergency.

Response

1. Take care of your family then report to the Region Emergency Operation Center.
2. Serve as the primary point of contact for preliminary damage assessment between WSDOT and local agencies.
3. Perform preliminary damage assessment for local highways with local and federal officers.
4. Report initial damage surveys, including location description and cost estimate to the Regional Administrator and Service Center Highways and Local Programs.
5. Act as the liaison between the Olympic Region and the Local agencies for detour route development that includes the use of local roadways.

Recovery

1. Assist the local agencies in preparing paperwork for Federal Assistance for damage repairs.

2. Inspect temporary and permanent work.

Olympic Region Public Information Officer

Preparation

1. Take the *Family and Self Preparation* class.
2. Find volunteers who are willing and able to assist in staffing the Emergency Operation Center.
3. Determine what means will be available to contact the media in the event of an emergency.

Response

1. Take care of your family then report to the Emergency Operation Center.
2. Staff the Emergency P. I. O. Office 24 hours per day with those WSDOT employees who have volunteered or have been assigned.
3. Provide information to the Service Center Public Affairs Office.
4. Provide information to the media and the public
5. Act as a buffer between the operations of the Emergency Center and the media.

Recovery

1. Continue to act as the focal point for the dissemination of information to the media.

Project Engineers

Preparation

1. Take the *Self and Family Preparedness* class.
2. Have personnel review the video and workbook on “Post earthquake Safety Evaluation of Bridges”
3. Prepare an office plan on what to do in the event of an earthquake.
4. Inspect your facility for earthquake hazards.
5. Review needs for emergency supplies and emergency power.

6. Develop a roster of personnel who are able and willing to report to work to assist in inspecting roads, bridges, sign structures and retaining walls.

Response

1. Take care of yourself and your family.
2. When family is secure, report into your office or the nearest WSDOT facility to assist in inspecting highway facilities or serve in other capacities as needed

Recovery

1. Scope the work for emergency contracts
2. Prepare P. S & E. ‘s for emergency contracts.
3. Contact Contractors to determine availability to do emergency contract work.
4. Inspect the work.

Accounting Office

Preparation

1. Take the *Self and Family Preparedness* Class
2. Prepare an office plan that addresses how to pay bills and payroll if the computer systems are down.
3. Determine availability of personnel in the event of a disaster.

Response

1. Report in to the Accounting office if available or to the Olympic Region Emergency Operation Center.
2. Implement the Accounting Office Emergency Plan to pay bills and payroll.
3. Provide DM numbers and DC agreement numbers as needed.
4. Assist Operations to adequately document emergency purchases of goods and services.

Recovery

1. Pay bills and payroll
2. Review and process emergency purchases and agreements.

3. Return to normal procedures as soon as possible.

Olympic Region Supply Office

Preparation

1. Prepare plans for the emergency purchase of needed materials.
2. Develop an office plan to have personnel available to hand out supplies in the event of an emergency.
3. Develop a quick fact sheet on requirements for emergency purchases to disseminate to region personnel.
4. Take the *Self and Family Preparedness* Class.

Response

1. Take care of yourself and your family.
2. Report to Operations or the Olympic Region Emergency Operation Center to assume duties as the Logistics Coordinator.
3. Prepare purchase orders and supply materials as required.

Recovery

1. Resume normal functions as soon as possible.
2. Replenish depleted supplies.
3. Assist in preparing paperwork for inventory items destroyed, damaged or missing, as a result of the emergency.

Personnel Office

Preparation

1. Take the *Self and Family Preparedness* class.
2. Develop an emergency plan for the Personnel Office.
3. Prepare information for Olympic Region Personnel on how time is to be recorded when personnel cannot get to the office, or if the office is damaged beyond use.

4. Take part in the annual communications exercise as The Emergency Operation Center Personnel Administrator.

Response

1. Take care of yourself and your family
2. Report to the Emergency Operation Center
3. Set up a work roster for key functions in the command center
4. Record availability of personnel as they report in.
5. Take care of all personnel matters during the emergency.

Recovery

1. Assist in finding new office space for any offices displaced by the emergency.
2. Assist in reassigning personnel and balancing work force needs throughout the region.
3. Return office functions to normal as soon as possible.

Set up of the Emergency Operation Center

Personnel required:

- Operation Center Supervisor
- Communications (radio technician)
- Logistics Coordinator
- PIO
- Traffic Office
- Personnel Administrator
- Local Agency Liaison
- Runners

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1. Introduction

1.1 Background

The vast majority of incidents that impact the transportation system are accidents involving motor vehicles. These incidents present hazards to the motoring public but are generally isolated in small areas and can be routinely handled using Southwest Region resources. However, when an extraordinary disaster occurs, such as an earthquake, flood, or volcanic eruption, damage to the region may be wide spread and the need to manage local, state, and federal resources intensifies. When such a disaster occurs, The Southwest Region may need to coordinate emergency response efforts and resources with its maintenance offices, with the Service Center and other regions, and with other local, state, and federal agencies.

1.2 Purpose

This plan describes the basic mechanisms by which the Southwest Region will respond to and manage major natural and man-made emergencies that impact the state transportation system in the Southwest Region. Although this plan does not establish absolute standards, it does establish uniform operating procedures and performance guidelines. In some instances, the Southwest Region may be required to operate differently than stated in this plan in order to respond properly to an emergency. The judgment of trained personnel should be used in conjunction with this plan for emergency response operations.

1.3 Policies

During major emergencies, the Southwest Region will implement the following WSDOT emergency response polices:

1.3.1 Minimize loss of life and property.

1.3.2 Protect the integrity of the state operated highway system and related facilities.

1.3.3 Repair and open damaged highways and facilities as quickly as possible.

1.3.4 Assign key personnel at disaster sites to oversee operations and provide consistent information to the Service Center and other regions.

1.3.5 Cooperate with other agencies at the local, state, and federal levels.

2. Situations and Assumptions

2.1 Situations

This plan addresses emergencies at all levels and may involve the coordination of local, state, and federal resources. These emergencies include, but are not limited to, the following events:

Natural Emergencies	**Human-Caused Emergencies**
Avalanches	Acts of Terrorism
Earthquakes	Civil Disturbances
Forest Fires	Dam Failures
Floods	Nuclear Facility Failures
Snow Storms	Hazardous Materials Incidents
Volcanic Eruptions	Search and Rescue Emergencies

2.1.1 Definition of "Emergency"

The Washington State Department of Transportation (WSDOT) defines an emergency as:

> *An unexpected, serious situation caused by an accident, natural disaster, or other unforeseen occurrence that has placed an existing state transportation facility or a department-controlled property (real or personal) in jeopardy or has rendered the transportation facility impassable or inoperable and that requires prompt reconstruction, repair, or other work.*

2.1.2 Emergency Levels

Level I

Level I incidents are isolated accidents which can be routinely handled at the regional level. These incidents may require Southwest Region personnel to provide traffic control at the scene, and in some instances, to assist the State Patrol in clearing the roadway.

Level II

Level II emergencies are situations that can not be resolved with resources from the Southwest Region. These emergencies may involve several agencies and other regions. The Southwest Emergency Operation Center (SWEOC) and the Service Center-Maintenance Office may be used to respond to the emergency. Level II emergencies involve an Emergency Declaration by the Southwest Regional Administrator to accomplish emergency work. Level II emergencies may also involve a Proclamation of State of Emergency by the Governor and may involve a request for Presidential Declaration of Emergency or Major Disaster.

Level III

Level III emergencies are catastrophic events that require massive amounts of resources from local, state, and federal governments. For these events, the Southwest Regional Administrator makes an Emergency Declaration to accomplish emergency work. The SWEOC and the Service Center-Maintenance Office will be used to coordinate WSDOT response and recovery operations. The Washington State Emergency Operations Center is activated to coordinate emergency management and response activities of all state agencies, including WSDOT. Level III emergencies involve an Emergency Declaration by the Southwest Regional Administrator to accomplish emergency work, a Proclamation of State of Emergency by the Governor, and a Presidential Declaration of Emergency or Major Disaster.

2.2 Assumptions

The Southwest Region will attempt to provide immediate and efficient response to an emergency to the best of its ability. In some instances, the region's personnel and resources may be overwhelmed and may not be able to provide immediate service to the transportation system as desired. In that event we will call upon resources from the State EOC and our partners.

3. Concept of Operation and Response

3.1 General

Overall coordination of the Southwest Region emergency response operations will be conducted from the Southwest Emergency Operations Center (SWEOC) located in the Southwest Regional HQ Office in Vancouver. All decision level administrators and managers will report to or assign a representative to the SWEOC upon the request of the SWEOC incident commander.

3.2 Response Tasks

During major natural and man-made emergencies, the Southwest Region will take appropriate actions to accomplish the following response tasks.

3.2.1 Perform all duties necessary to protect state transportation facilities.

3.2.2 Remove or take actions to reduce any hazards on state transportation facilities that tend to endanger the traveling public.

3.2.3 Close or restrict any portion of a state transportation facility whenever the condition of any state highway is such that for any reason its unrestricted use or continued use will greatly damage that state transportation facility or its condition represents a potential hazard to the motoring public.

3.2.4 Reconstruct, repair, and maintain state transportation facilities and alternate routes.

3.2.5 Mobilize personnel and equipment required for emergency engineering services on state transportation facilities.

3.2.6 Assist the Washington State Patrol by:

a. providing vehicle traffic control

b. providing access control

c. providing assistance in rerouting vehicle traffic around or away from the affected area

d. providing equipment and materials

3.2.7 Provide traffic control assistance to designated hazardous materials command agencies when requested.

3.2.8 Determine the usable portions of the state transportation network.

3.2.9 Perform damage assessment and provide cost estimates for state transportation facilities.

3.2.10 Provide communication for emergency response operations.

3.2.11 Provide information on emergency response activities to the media and the Governor's office.

3.2.12 Provide ground transportation for state personnel.

3.3 Authority and Chain of Command

The Southwest Regional Administrator has the authority to direct all emergency operations at the Regional level. In the absence of the Regional Administrator, and unforeseen circumstances preclude the Regional Administrator from formally designating in writing another official, all responsibilities and authorities of the Regional Administrator that may be properly delegated fall upon the regional official highest on the following list who is able to exercise them at the Regional HQ Office:

1. Regional Operations Engineer
2. Regional Construction Engineer
3. Regional Program Development Engineer
4. Regional Assistant Construction Engineer
5. Regional Traffic Engineer
6. Regional Project Development Engineer

3.4 Emergency Organization

During an emergency, all normal Tables of Organization (TO) will continue to apply. All employees should report to and continue to work under their immediate supervisor. If the immediate supervisor is unable to report to work, employees should report to the next highest supervisor on the Table of Organization.

3.5 Southwest Emergency Operations Center (SWEOC)

The SWEOC will be used during any major emergency which requires significant coordination and mobilization of personnel and equipment. The SWEOC will serve as a communication center and staging area for coordinating instructions within the region and the Service Center and as a source of contact with the press and public. The incident command structure will be used in the EOC.

3.5.1 SWEOC Response Activities

During major emergencies, the SWEOC will be used to conduct the following activities:

- Identify and evaluate the availability and capacity of usable highways within regional boundaries.
- Coordinate efforts to erect signs and traffic control devices on restricted or closed routes in the Southwest Region.
- Develop a situation map showing current status of transportation facilities in the region and indicate which facilities can be used as alternatives.
- Estimate essential traffic demand on the transportation facilities within the Southwest Region.
- Inform the public and media of transportation facilities closed because of damage.
- Establish Incident Command Centers, if necessary, to assist in emergency operations for isolated incidents.
- Inform Service Center Maintenance of all transportation facilities capacity reductions and closures within the Regional boundaries.
- Notify Service Center Maintenance if emergency transportation facilities traffic regulation has been implemented.
- Coordinate with the Service Center the issuance of permits for the use of regulated transportation facilities.

- Coordinate emergency operations with other state, county, and city agencies in the area.

3.5.2 Personnel Reporting to the SWEOC

The following officials should report to or assign a representative to the SWEOC during an emergency or upon the request of the SWEOC incident commander:

- Regional Operations Engineer
- Regional Construction Engineer
- Regional Program Development Engineer
- Regional Assistant Construction Engineer
- Regional Traffic Engineer
- Regional Project Development Engineer
- Regional Safety Officer
- Regional Public Affairs Officer

They will be assigned to a post in the EOC as directed by the incident commander.

3.5.3 Concept of Operations of the SWEOC During Emergencies

1. If an emergency can be forecasted, the SWEOC personnel will notify proper officials via telephone, pager, or radio that an emergency is to be expected. SWEOC personnel will then advise each official to report to or send a representative to the center, if deemed necessary by the SWEOC incident commander.
2. The SWEOC will set up accommodations for emergency response operations. Southwest Regional resources will be used as needed.
3. Officials reporting to the SWEOC in person should have their calls forwarded to one of the phones in the SWEOC. The SWEOC staff will make arrangements to have a list of critical telephones numbers and a list of resources in the SWEOC. This will allow coordination and mobilization efforts to be conducted from the center.
4. All personnel in the center (officials, representatives, SWEOC personnel, public affairs personnel, etc.) will maintain a log of their own actions from the start. Each person in the center will be prepared to accommodate, as best as possible, requests for

information, equipment, and personnel. (Reporters will not be allowed in the SWEOC. The Regional Public Affairs Officer will provide the media with information as conditions change.)

5. As damage reports and field assessments are received via radio and telephones, they will be posted on status boards and marked on maps by SWEOC staff. The maps will be used to track road closures and roadway damage, locate hazards, and identify alternate routes. SWEOC staff will also update the information on the status boards and maps. Officials will also post all information they receive on the status boards and maps so that the information is available to all those in the center. The information on the status boards will be disseminated to all pertinent offices and agencies.

6. If emergency escalates beyond the capacity of the Southwest Region, officials can request outside resources by contacting WSDOT Service Center Maintenance in Olympia or by contacting other regions or maintenance offices outside the affected area.

3.6 Southwest Region Radio System

Southwest Region Radio System consists of 4 base stations (Vancouver, Chehalis, Raymond and Goldendale).

Vancouver Radio is located adjacent to the SWEOC and is the primary communication center for the region. Vancouver Radio's primary responsibilities are:

1. Assist in dispatching maintenance personnel to the scene of an incident or hazard in the Southwest Region.

2. Coordinate hazard response activities with the WSP.

3. Disseminate roadway information to appropriate personnel.

4. Maintain a log of events and roadway repairs reported over the radio system.

5. Provide communication for construction coordination.

6. Monitor the WeatherNet system.

7. Contacting the WSDOT Aviation Division for Search and Rescue (SAR) activities.

During an emergency, the Southwest Region Radio will continue to operate unless the facility is determined to be unsafe and must be evacuated or when communication systems in the radio room are inoperable. The next nearest operable base station will then be used.

If the Southwest Regional Radio is forced to evacuate, the radio operators on duty will equip themselves with cellular phones and forward their calls to the cellular number. Radio operators will utilize available portable and vehicle-mounted radios to provide communication to the Regional HQ Office.

All radio operators will attempt to report in to the region's radio office in an emergency.

3.7 Role of Maintenance

The primary objective of WSDOT Operations during a major emergency is to maintain a network of prioritized routes which will provide reasonable access to as many roads in the Southwest Region as possible.

The Southwest Region is divided into four Maintenance Areas. Each area has one main office facility and several supporting section facilities.

3.7.1 Regional Operations Engineer

The Regional Operations Engineer is responsible for overall management and coordination of all Area and Branch offices in the Southwest Region. The Regional Operations Engineer will manage and coordinate region-wide maintenance activities from the SWEOC during an emergency, if delegated by the Regional Administrator.

If an emergency escalates beyond the resources of one Area or effects more than one Area, the SWEOC incident commander may coordinate maintenance activities of the Area Offices and may assign maintenance personnel to severely damaged areas of the region.

3.7.2 Maintenance Division Offices

Each Maintenance Area Office is equipped with maintenance crews, vehicles, and machinery and is responsible for roadway repairs and debris removal within Area boundaries. In general, the highest priority roadways are those needed to:

1. Protect the safety of the citizens of the State of Washington
2. Provide emergency supplies, materials and services
3. Provide mobility for the greatest volume of traffic

Each Area will be allowed to restrict or close routes that present a hazard to the traveling public or that are needed to support emergency services such as evacuating those from hazardous areas or transporting essential equipment and supplies.

Each Area is supervised by one Maintenance and Operations Superintendent. The Superintendent works out of the Area Office and is responsible for overseeing the activities of all maintenance crews in the Area. The Area Maintenance and Operations Superintendents will supervise all emergency response activities within Area boundaries and coordinate emergency response activities with the Regional Operations Engineer if the emergency escalates beyond the resources of the Area. Maintenance and Operations Superintendents will also keep the Incident Commander informed of all significant road blockages and closures resulting from the disaster.

3.7.3 Maintenance Sections

Each Maintenance Area contains several sections. The section facilities are generally located throughout a Area to provide efficient maintenance service to all parts of the Area. Each section is supervised by a Maintenance Supervisor. If a situation escalates beyond the resources of the section facility, the Maintenance Supervisor will contact the Maintenance and Operations Superintendent to request additional resources and supplies. Each section is equipped with maintenance crews, vehicles and machinery.

3.7.4 Vancouver TEF Shop

The Vancouver Transportation Equipment Fund (TEF) Shop supports maintenance personnel and engineers by supplying and maintaining TEF equipment for the Southwest Region. TEF equipment includes cars, trucks, radios, heavy machinery and other equipment. The TEF Shop is based at the Vancouver facility.

3.7.5 Regional Wide Crews

a. The Signal Shop repairs and maintains signals on WSDOT right-of-way in the Southwest Region. The Transportation Electrical Inspector is responsible for overseeing the activities of all signals/illumination maintenance crews. During an emergency, the Electrical Inspector will coordinate signals maintenance activities.

b. Regional Special Crews are responsible for repairing, maintaining, and inspecting all bridges on WSDOT right-of-way in the Southwest Region. Regional Special crews are based in Vancouver. The Special Crews' Superintendent is responsible for overseeing the activities of those crews. If bridge damage is wide spread and the number of bridges requiring emergency repairs and inspection exceeds the number of available crews, the Special Crews' Superintendent will coordinate bridge prioritization with the Regional Operations Engineer.

3.7.6 Maintenance Crews

Maintenance crews will be responsible for clearing debris from the roadways, providing traffic control, and repairing and maintaining roadways, structures, signals and drainage systems. The judgment of the maintenance person in charge at a disaster scene will govern response actions at the site. However, all maintenance crews should coordinate response activities with the Section Maintenance Supervisor or the Area Maintenance and Operations Superintendent. Maintenance crews should report all road closures, blockages, and roadway damage to the Area Maintenance & Operations Superintendent, Area Office or to the SWEOC.

3.8 Coordination With Local Agencies

The Southwest Region will coordinate emergency response activities with local agencies whenever possible. The Southwest Region can only provide resources to assist local agencies when all state owned transportation facilities are repaired and maintained and can be operated safely.

3.8.1 Coordination With Other Local Governments and Agencies

When an emergency effects the ability of local governments and agencies to deliver services, the Southwest Region will attempt to keep highways and state owned facilities operational so that local agencies can provide emergency services and support to the area. The Southwest Region will work with local agencies on prioritizing roadway repairs based on the needs of local communities.

Local governments in need of emergency engineering services or equipment from WSDOT for areas which are not under WSDOT responsibility, should contact the Washington State Military Department Emergency Management Division (EMD). The EMD will contact the WSDOT State Maintenance Engineer in Olympia. The State Maintenance Engineer will consult with the Southwest Regional Administrator and the Southwest Regional Operations Engineer on whether these services can be provided without compromising the ability of the Southwest Region to respond to emergencies on state-owned property.

3.8.2 Coordination With FEMA and other Federal Agencies

Coordination of emergency response activities with FEMA and other federal agencies are conducted through the Washington State Military Department Emergency Management Division. Requests from federal agencies for emergency services or equipment made directly to the Southwest Region should be forwarded to the State

Maintenance Engineer in Olympia. The State Maintenance Engineer will coordinate with the Southwest Regional Administrator on the appropriate response to these requests.

3.9 Specific Response Procedures

This section contains special response procedures for specific types of events which effect the Southwest Region. These procedures do not ensure a fail safe response plan. The judgment of trained personnel should be used in conjunction with these procedures.

3.9.1 Flooding

Water over the roadway and ponding or plugged drains are treated as immediate hazards. Personnel will be called out to the site by the local Maintenance Supervisor or the Maintenance and Operations Superintendent. During a flood warning, the Maintenance and Operations Superintendent will be notified. If flooding is imminent, the Area Maintenance and Operations Superintendent will take actions to protect the roadways.

3.9.2 Bridge Closures

All incidents on bridges will be reported to the Regional Special Crews' Maintenance Supervisor or Special Crews' Superintendent. Southwest Region Special Crews personnel will inspect the bridge for damage. A bridge that presents a danger to the traveling public will be closed and reported to the Regional Operations Engineer or Regional Administrator. The Special Crews' Superintendent will coordinate bridge repair.

During a major disaster, such as an earthquake, bridge maintenance and roadway maintenance crews will perform preliminary inspection of all bridges in the Southwest Region. If a bridge is damaged and presents a danger to the traveling public, the maintenance crews at the scene will close the bridge until Service Center Bridge Division Engineers can perform a more detailed inspection of the bridge.

4. Responsibilities of Regional Personnel

This section provides guidelines for Southwest Region personnel on response activities during major emergencies. These guidelines are intended to assist personnel in addressing problems which may develop during and emergency. Personnel assigned to the SWEOC may need to delegate the duties in order to accomplished tasks assigned by the incident commander.

4.1 Southwest Regional Administrator (SWEOC Incident Commander)
4.2 Southwest Regional Operations Engineer
4.3 Southwest Regional Construction Engineer
4.4 Southwest Regional Program Development Engineer
4.5 Southwest Regional Assistant Construction Engineer
4.6 Southwest Regional Traffic Engineer
4.7 Southwest Regional Project Development Engineer
4.8 Southwest Regional Administrative Officer
4.9 Southwest Regional Equipment Superintendent
4.10 Southwest Regional Facilities Planner
4.11 Maintenance and Operations Superintendents
4.12 Southwest Regional Safety Officer
4.13 Project Engineers
4.14 Southwest Regional Real Estate Services Manager
4.15 Southwest Regional Public Affairs Officer (Confidential Secretary)
4.16 Radio Operators
4.17 Southwest Emergency Operations Center (SWEOC)

4.1 Regional Administrator

4.1.1 Declare all emergencies that require the authority of the Regional Administrator.

4.1.2 Perform or delegate procedures necessary for accomplishing emergency repair work.

4.1.3 Report to the SWEOC and supervise or delegate emergency operations within the region.

4.1.4 Maintain communications with the State Maintenance Engineer at the Service Center in Olympia.

4.1.5 Make executive decisions for closing major highways and prioritizing debris removal from roadways during catastrophic emergencies.

4.1.6 Provide available personnel and equipment to other regions if requested.

4.1.7 Provide personnel to assist FHWA representatives in determining the magnitude of the damage caused by the disaster.

4.1.8 Document all of your own activities pertaining to emergency response operations.

4.2 Regional Operations Engineer

4.2.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.2.2 Report to the SWEOC and coordinate emergency operations within the region.

4.2.3 Provide information to the Regional Administrator (SWEOC Supervisor) on emergency maintenance operations.

4.2.4 Report all highway conditions to and maintain communications with the State Maintenance Engineer at Olympia.

4.2.5 Evaluate disaster information and determine extent of damage.

4.2.6 Coordinate mobilization of roadway maintenance, bridge maintenance, and facilities maintenance personnel and equipment.

4.2.7 Coordinate services required for performing road repairs and implementing the use of traffic control devices, such as signs and barricades, with Traffic Operations.

4.2.8 Coordinate emergency inspection for roadway safety and structure integrity.

4.2.9 Coordinate detour assignments with the Regional Traffic Engineer.

4.2.10 Coordinate equipment rentals with the Regional Equipment Superintendent.

4.2.11 Under direction from the Regional Administrator, coordinate damage assessment teams and provide initial estimates for damaged highways on the federal aid system to the Regional Highways and Local Programs Engineer.

4.2.12 Document all of your activities pertaining to emergency response operations.

4.3 Regional Construction Engineer

4.3.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.3.2 Report to the SWEOC and coordinate mobilization of construction and contract personnel and equipment.

4.3.3 Maintain liaison with construction and equipment rental companies and with the Washington States Chapter of Associated General Contractors.

4.3.4 Coordinate equipment rentals with the Regional Equipment Superintendent.

4.3.5 Upon SWEOC supervisor's request coordinate emergency operations within the region.

4.3.6 Provide information to the Regional Administrator (SWEOC Supervisor) on emergency response operations.

4.3.7 Document all of your own activities pertaining to emergency response operations.

4.4 Regional Program Development Engineer

4.4.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.4.2 Report to the SWEOC and coordinate emergency engineering functions, such as plans specifications and cost estimates.

4.4.3 Coordinate with all support agencies to ensure maximum available funding exists during an emergency.

4.4.4 Coordinate emergency right-of-way requirements, such as air space lease, access requirements, and development rights with the Real Estate Services Manager.

4.4.5 Upon SWEOC supervisor's request coordinate emergency operations within the region.

4.4.6 Provide information to the Regional Administrator (SWEOC Supervisor) on emergency response operations.

4.4.7 Document all of your own activities pertaining to emergency response operations.

4.5 Regional Assistant Construction Engineer

4.5.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.5.2 Report to the SWEOC and assist the Regional Construction Engineer in coordinating engineering activities.

4.5.3 Upon SWEOC supervisor's request coordinate emergency operations within the region.

4.5.4 Provide information to the Regional Administrator (SWEOC Supervisor) on emergency response operations.

4.5.5 Document all of your own activities pertaining to emergency response operations.

4.6 Regional Traffic Engineer

4.6.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.6.2 Report to SWEOC and devise and implement strategy for providing transportation through emergency areas.

4.6.3 Coordinate services required for performing road repairs and implementing the use of traffic control devices, such as signs and barricades, with Regional Operations Engineer.

4.6.4 Coordinate detour assignments with the Regional Operations Engineer.

4.6.5 Supervise implementation of Traffic control at emergency areas.

4.6.6 Coordinate detour assignments with the division Maintenance and Operations Superintendents.

4.6.7 Implement and execute emergency traffic polices.

4.6.8 Coordinate traffic operations with outside agencies.

4.6.9 Upon SWEOC supervisor's request coordinate emergency operations within the region.

4.6.10 Provide information to the Regional Administrator (SWEOC Supervisor) on emergency response operations.

4.6.11 Document all of your own activities pertaining to emergency response operations.

4.7 Regional Project Development Engineer

4.7.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.7.2 Report to the SWEOC and assist the Regional Program Development Engineer coordinate emergency engineering functions, such as plans specifications and cost estimates.

4.7.3 Coordinate regional response with local agencies.

4.7.4 Upon SWEOC supervisor's request coordinate emergency operations within the region.

4.7.5 Provide information to the Regional Administrator (SWEOC Supervisor) on emergency response operations.

4.7.6 Document all of your own activities pertaining to emergency response operations.

4.8 Administrative Officer

4.8.1 Obtain necessary supplies for emergency response and recovery operations.

4.8.2 Obtain contracts for emergency supplies and services.

4.8.3 Assist the SWEOC in contacting and scheduling employees for emergency response operations.

4.8.4 Document all of your own activities pertaining to emergency response operations.

4.9 Regional Equipment Superintendent

4.9.1 Coordinate equipment rentals with the Regional Operations Engineer and the Regional Construction Engineer.

4.9.2 Maintain a region-wide inventory of available equipment for emergency response and recovery operations.

4.9.3 Locate available equipment through coordination with division Maintenance and Operations Superintendents or local Maintenance Supervisors.

4.9.4 Document all of your own activities pertaining to emergency response operations.

4.10 Regional Facilities Planner

4.10.1 Ensure all facilities are safe to conduct emergency response operations. Inspect all facilities for structural, electrical and other damage.

4.10.2 Ensure each facility has emergency power to conduct emergency response operations.

4.10.3 Establish emergency procedures with local utility companies to provide utility needs.

4.10.4 Establish emergency procedures with local telephone companies to provide communication.

4.10.5 Document all of your own activities pertaining to emergency response operations.

4.11 Maintenance and Operations Superintendents

4.11.1 Take appropriate actions for emergency response operations as outlined in the WSDOT Maintenance Manual (M51-01).

4.11.2 Organize response activities of maintenance crews and assign crews to affected areas.

4.11.3 Maintain communication with and report all emergency roadway work to SWEOC

4.11.4 Maintain inventory of available equipment at division offices for emergency response operations.

4.11.5 Coordinate maintenance operations with the Regional Operations Engineer.

4.11.6 Ensure that division vehicles are prepared and ready for emergency use or transport.

4.11.7 Ensure that materials and equipment are loaded and ready for transport.

4.11.8 Document all of your own activities pertaining to emergency response operation.

4.12 Regional Safety Officer

4.12.1 Ensure evacuation and safety of all personnel from damaged buildings.

4.12.2 Coordinate safety of facilities with the Facilities Planner.

4.12.3 Receive information on injured WSDOT personnel and ensure that medical assistance has been provided for if necessary.

4.12.4 Ensure all emergency response operations are conducted safely and assist in providing proper safety equipment.

4.12.5 Ensure confined space air quality is adequate.

4.12.6 Document all of your own activities pertaining to emergency response operation.

4.13 Project Engineers

4.13.1 Provide personnel to administer contracts.

4.13.2 Provide personnel to bolster Maintenance personnel as needed.

4.13.3 Document all of your own activities pertaining to emergency response operation.

4.14 Real Estate Services Manager

4.14.1 Coordinate emergency right-of-way requirements, such as air space lease, access requirements, and development rights with the Regional Program Development Engineer.

4.14.2 Document all of your own activities pertaining to emergency response operation.

4.15 Regional Communications Officer

4.15.1 Provide information to the media and the public.

4.15.2 Provide information to the Service Center Public Affairs Office.

4.15.3 Document all of your own activities pertaining to emergency response operation.

4.16 Radio Operators

4.16.1 Provide communication support to coordinate cleanup of incidents and roadway hazards with WSP.

4.16.2 Provide communication support to report roadway information to appropriate WSDOT personnel.

4.16.3 Maintain a log of events and roadway repairs reported over the radio system.

4.16.4 Monitor the Weather-net System.

4.16.5 Contact the WSDOT Aeronautics Division for SAR (Search and Rescue) requests.

4.16.6 Document all activities going over the radio.

4.17 Southwest Emergency Operations Center (SWEOC) (Regional Office)

The SWEOC will expand as necessary using the incident command system structure to accommodate the current disaster. Typical duties are shown in the attachment describing the ICS overview.

5. Resources

5.1 General

The Southwest Region resources are managed by Area Maintenance Offices, Section Offices, and Branch Offices. The Vancouver TEF Shop is responsible for supplying and maintaining TEF equipment, which includes passenger vehicles, trucks, light and heavy machinery, radios, and other equipment. Each Maintenance Area and Section Office is responsible for equipment assigned to the Area. During a major emergency, it may be necessary to borrow equipment from other Sections, Areas, and possibly Regions. Each Maintenance and Operations Superintendent can request to borrow equipment from another Area by contacting the Superintendent at the Area Office. Section Maintenance Supervisors can also request to borrow equipment from another Section Office by contacting the Section Maintenance Supervisor. However, equipment should only be loaned out if the action does not compromise the ability of the Area or Section to maintain its own assigned area, or unless it is deemed appropriate by the Regional Administrator based on regional priority.

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1. Introduction

1.1 Background

The vast majority of incidents that impact the transportation system are accidents involving motor vehicles. These incidents present hazards to the motoring public but are generally isolated in small areas and can be routinely handled using South Central Region resources. However, when an extraordinary disaster occurs, such as an earthquake, flood, or volcanic eruption, damage to the region may be widespread and the need to manage local, state, and federal resources intensifies. When such a disaster occurs, the South Central Region may need to coordinate emergency response efforts and resources with its maintenance offices, with the Olympia Service Center (OSC) and other Regions, and with other local, state, and federal agencies.

1.2 Purpose

This plan describes the basic mechanisms by which the South Central Region will respond to and manage major natural and human-caused emergencies that impact the state transportation system in the South Central Region. Although this plan does not establish absolute standards, it does establish uniform operating procedures and performance guidelines. In some instances, the South Central Region may be required to operate differently than stated in this plan in order to respond properly to an emergency. The judgment of trained personnel should be used in conjunction with this plan for emergency response operations.

1.3 Policies

During major emergencies, the South Central Region will implement the following WSDOT emergency response policies:

1.3.1 Minimize loss of life and property.

1.3.2 Protect the integrity of the state operated transportation system and related facilities.

1.3.3 Repair and open damaged highways and facilities as quickly as possible.

1.3.4 Assign key personnel at disaster sites to oversee operations and provide consistent information to the OSC and other Regions.

1.3.5 Cooperate with other agencies at the local, state, and federal levels.

2. Situation and Assumptions

2.1 Situation

This plan addresses Level II and III emergencies (as defined in Section 2.1.2) and may involve the coordination of local, state, and federal resources. These emergencies include, but are not limited to, the following events:

Natural Emergencies	Human-Caused Emergencies
Avalanches	Acts of Terrorism
Earthquakes	Civil Disturbances
Forest Fires	Dam Failures
Floods/Heavy Rainstorms	Nuclear Facility Failures
Snow Storms	Hazardous Materials Incidents
Volcanic Eruptions	Search and Rescue Emergencies

2.1.1 Definition of "Emergency"

The Washington State Department of Transportation (WSDOT) defines an emergency as:

> *An unexpected, serious situation caused by an accident, natural disaster, or other unforeseen occurrence that has placed an existing state transportation facility or a department-controlled property (real or personal) in jeopardy or has rendered the transportation facility impassable or inoperable and that requires prompt reconstruction, repair, or other work.*

2.1.2 Emergency Levels

Level I

Level I incidents are isolated accidents which can be routinely handled at the Regional level. These incidents may require South Central Region personnel to provide traffic control at the scene, and in some instances, to assist the state patrol in clearing the roadway.

Level II

Level II emergencies are situations that can not be resolved entirely with resources from the South Central Region. These emergencies may involve several agencies and other Regions. The South Central Operations Center (SCEOC) and the OSC Maintenance Office may be used to respond to the emergency. Level II emergencies involve an emergency declaration by the South Central Regional Administrator to accomplish emergency work. Level II emergencies may also involve a proclamation of State of Emergency by the Governor and may involve a request for Presidential declaration of emergency or major disaster.

Level III

Level III emergencies are catastrophic events that require massive amounts of resources from local, state, and federal governments. For these events, the South Central Regional Administrator makes an emergency declaration to accomplish emergency work. The SCEOC and the OSC Highways Maintenance Office will be used to coordinate WSDOT response and recovery operations. The Washington State Emergency Operation Center (SEOC) is activated to coordinate emergency management and response activities of all state agencies, including WSDOT. Level III emergencies involve an emergency declaration by the South Central Regional Administrator to accomplish emergency work, a proclamation of State of Emergency by the Governor, and a Presidential declaration of emergency or major disaster.

2.2 Assumptions

The South Central Region will attempt to provide immediate and efficient response to an emergency to the best of its ability. In some instances, the Region's personnel and resources may be overwhelmed and may not be able to provide immediate service to the entire transportation system in the South Central Region.

3. Concept of Operations and Response

3.1 General

Overall coordination of the South Central Region emergency response operations will be conducted from the South Central Emergency Operations Center (SCEOC) located in the South Central Regional Office in Union Gap (Yakima). (Section 3.5 provides an overview of SCEOC operations during an emergency.) All decision level administrators and managers will report to or assign a representative to the SCEOC upon the request of the SCEOC supervisor (see 3.3). (Section 4-Assignment of Responsibilities provides a list of personnel who will report to the SCEOC.)

3.2 Response Tasks

During major natural and human-caused emergencies, the South Central Region will take appropriate actions to accomplish the following response tasks:

3.2.1 Perform all duties necessary to protect state transportation facilities.

3.2.2 Take actions to remove or reduce any hazards on the state transportation facilities that tend to endanger the traveling public.

3.2.3 Close or restrict any portion of a state transportation facility whenever the condition of any state highway is such that for any reason its unrestricted use or continued use will greatly damage that state transportation facility.

3.2.4 Reconstruct, repair, and maintain state transportation facilities and alternate routes.

3.2.5 Mobilize personnel and equipment required for emergency engineering services on state transportation facilities.

3.2.6 Assist the Washington State Patrol by:

a. providing vehicle traffic control

b. providing access control

c. providing assistance in rerouting vehicle traffic around or away from the affected area

d. providing equipment and materials

3.2.7 Provide traffic control assistance to designated hazardous materials command agencies when requested.

3.2.8 Determine the usable portions of the state transportation network.

3.2.9 Perform damage assessment and provide cost estimates for state transportation facilities.

3.2.10 Provide communication for emergency response operations.

3.2.11 Provide information on emergency response activities to the media and the Governor's office.

3.2.12 Provide ground transportation for state personnel.

3.3 Authority and Chain of Command

The South Central Regional Administrator shall be the SCEOC Supervisor, shall be the individual that activates the SCEOC, and has the authority to direct all emergency operations at the Regional level. In the absence of the Regional Administrator, and unforeseen circumstances preclude the Regional Administrator from formally designating in writing another official or activating the SCEOC, all responsibilities and authorities of the Regional Administrator that may be properly delegated fall upon the Regional official highest on the following list who is able to exercise them at the Regional Office:

1. Assistant Regional Administrator for Maintenance

2. Assistant Regional Administrator for Construction

3. Assistant Regional Administrator for Project Development
4. Assistant Regional Administrator for Program Management
5. South Central Region Traffic Engineer
6. South Central Region Highways and Local Programs Engineer

3.4 Emergency Organization

During an emergency, all normal Tables of Organization (TO) will continue to apply. All employees should report to and continue to work under their immediate supervisor. If the immediate supervisor is unable to report to work, employees should report to the next highest supervisor on the Table of Organization.

3.5 South Central Emergency Operations Center (SCEOC)

The SCEOC will be used during any major emergency which requires significant coordination and mobilization of personnel and equipment. The SCEOC will serve as a communication center and staging area for coordinating instructions within the Region and to the OSC and as a source of contact with the press and public.

Depending on the extent of damage, the first location of the SCEOC will be the Regional Office in Union Gap. The first alternate will be the East Selah Area 2 Maintenance complex. If both of these are disabled or unsafe, then the SCEOC will move to the next nearest intact Maintenance Area or Section office that can provide radio, telephone, and computer links.

3.5.1 SCEOC Response Activities

During major emergencies, the SCEOC will be used to conduct the following activities:

- Identify and evaluate the availability and capacity of usable highways within Region boundaries.
- Coordinate efforts to erect signs and traffic control devices on restricted or closed routes in the South Central Region.
- Develop a situation map showing current status of transportation facilities in the Region and indicate which facilities can be used as alternatives.
- Estimate essential traffic demand on the transportation facilities within the South Central Region.
- Inform the public and media of transportation facilities closed because of damage.

- Activate Incident Command Centers, if necessary, to assist in emergency operations for isolated incidents.
- Inform OSC Maintenance of all transportation facilities capacity reductions and closures within the Regional boundaries.
- Notify OSC Maintenance if emergency transportation facilities traffic regulation has been implemented.
- Coordinate with OSC the issuance of permits for the use of regulated transportation facilities.
- Coordinate emergency operations with other state, county, and city agencies in the area.

3.5.2 Personnel Reporting to the SCEOC

The following officials should report to or assign a representative to the SCEOC during an emergency or upon the request of the SCEOC Supervisor:

- Assistant Regional Administrator for Maintenance
- Assistant Regional Administrator for Construction
- Assistant Regional Administrator for Project Development
- Assistant Regional Administrator for Program Management
- South Central Region Traffic Engineer
- South Central Region Highways and Local Programs Engineer
- South Central Region Information Systems Supervisor
- South Central Region Radio Operations Supervisor
- South Central Region Communications and Public Involvement Officer

3.5.3 Concept of Operation of the SCEOC During Emergencies

1. If an emergency can be forecast, the SCEOC personnel will notify proper officials via telephone, pager, or radio that an emergency is expected. SCEOC personnel will then advise each official to report to or send a representative to the center, if deemed necessary by the SCEOC Supervisor.
2. The SCEOC will set up accommodations for emergency response operations. South Central Regional resources will be used as needed.

3. Officials reporting to the SCEOC in person should have their calls forwarded to one of the phones in the SCEOC. The SCEOC staff will make arrangements to have a list of critical telephone numbers and a list of resources in the SCEOC. This will allow coordination and mobilization efforts to be conducted from the center.

4. All personnel in the center (officials, representatives, radio operators, SCEOC personnel, communications and public involvement personnel, etc.) will maintain a log of their own actions from the start. Each person in the center will be prepared to accommodate, as best as possible, requests for information, equipment, and personnel. (Reporters will not be allowed in the SCEOC. The Regional Communications and Public Involvement Officer will provide the media with information as conditions change.)

5. As damage reports and field assessments are received via radio and telephones, they will be posted on status boards and marked on maps in the radio room by SCEOC staff. The maps will be used to track road closures and roadway damage, locate hazards, and identify alternate routes. SCEOC staff will also update the information on the status boards and maps. Officials will also post all information they receive on the status boards and maps so that the information is available to all those in the center. The information on the status boards will be disseminated to all pertinent offices and agencies.

6. Plans are being reviewed for the installation of direct ring down lines to WSDOT South Central Region EOC and South Central Region maintenance offices. These lines will provide quick and easy communication to critical parties involved in the response efforts and will keep as many phone lines open as possible.

7. If the emergency escalates beyond the capacity of the South Central Region, officials can request outside resources by contacting WSDOT OSC Maintenance or by contacting other Regions or maintenance offices outside the affected area. All available resources will be used as needed, including city, county, and private contractors. The appropriate County EOC will be contacted and used as needed.

Note: Presently no amateur radio planned for the SCEOC.

3.6 South Central Region Radio System

South Central Region Radio System consists of 7 base stations:

- Station 50 — Union Gap
- Station 51 — Bullfrog (Cle Elum)
- Station 52 — East Selah
- Station 53 — Pasco
- Station 54 — Walla Walla
- Station 56 — Ellensburg
- Station 58 — Hyak

Radio 50 is located in the SCEOC and is the primary communication center for the Region. Radio 50's primary responsibilities are:

1. Assisting in dispatching maintenance personnel to the scene of an incident or hazard in the South Central Region.
2. Coordinating hazard response activities with the WSP.
3. Disseminating roadway information to appropriate personnel.
4. Maintaining a log of events and roadway repairs reported over the radio system.
5. Providing communication for construction coordination.
6. Operating VMS and HAR.
7. Monitoring the WeatherNet system.
8. Contacting the WSDOT Aviation Division for Search and Rescue (SAR) activities.

During an emergency, the South Central Region Radio will continue to operate from the SCEOC unless the facility is determined to be unsafe and must be evacuated or when communication systems in the SCEOC Radio Room are inoperable. The next nearest operable base station will then be used.

If the Regional Office loses power to the PBX phone system, the Radio Room has two computer modem phone lines which are separate from the phone system. These lines can be used to make calls outside the office.

If the South Central Regional Radio is forced to evacuate the SCEOC, the Radio Operators on duty will equip themselves with cellular phones and forward their calls to the cellular number. Radio Operators will utilize available portable and vehicle-mounted radios to provide communication to the Regional Office.

All Radio Operators will attempt to report in to the Region's radio in an emergency.

3.7 Role of Maintenance

The primary objective of WSDOT Maintenance during a major emergency is to maintain a network of prioritized routes which will provide reasonable access to as many roads in the South Central Region as possible.

The South Central Region is divided into four Maintenance Areas. (These Areas are shown in Figure 3.1.) Each Area has one main office facility and several supporting section facilities. In addition to this, the South Central Region is also equipped with two branch facilities: Yakima Equipment Shop and Region Wide Maintenance. (A listing of all maintenance facilities in the South Central Region is provided in the "WSDOT Emergency Contact Numbers" included in this plan.)

3.7.1 Assistant Regional Administrator for Maintenance

The Assitant Regional Administrator for Maintenance is responsible for overall management and coordination of all Area and Branch offices in the South Central Region, except for the Traffic Branch which is managed by the Regional Project Development Section. The Assistant Regional Administrator for Maintenance will manage and coordinate Region-wide maintenance activities from the Regional Office during an emergency.

If an emergency escalates beyond the resources of one Area or effects more than one Area, the Assistant Regional Administrator for Maintenance may coordinate maintenance activities of the Area Offices and may assign maintenance personnel to severely damaged areas of the Region.

3.7.2 Maintenance Area Offices

Each Maintenance Area Office is equipped with maintenance crews, vehicles, and machinery and is responsible for roadway repairs and debris removal within Area boundaries (as shown in Figure 3.1). In general, the highest priority roadway's are those needed to: 1) protect the safety of the citizens of the State of Washington; 2) provide emergency supplies, materials, and services; and 3) provide mobility for the greatest volume of traffic. Each Area will be allowed to

restrict or close routes that present a hazard to the traveling public or that is needed to support emergency services such as evacuating those from hazardous areas or transporting essential equipment and supplies.

Each Area is supervised by one Maintenance Superintendent. The Superintendent works out of the Area Office and is responsible for overseeing the activities of all maintenance crews in the Area. The Area Superintendents will supervise all emergency response activities within Area boundaries and coordinate emergency response activities with the Assistant Regional Administrator for Maintenance if the emergency escalates beyond the resources of the Area. Area Superintendents will also keep the South Central Region Radio and the Assistant Regional Administrator for Maintenance informed of all significant road blockages and closures resulting from the disaster.

3.7.3 Maintenance Sections

Each Maintenance Area contains several Sections. The Section facilities are generally located throughout an Area to provide efficient maintenance service to all parts of the Area. Each Section is supervised by a Maintenance Supervisor. If a situation escalates beyond the resources of the Section facility, the Supervisor will contact the Area Superintendent. Each Section is equipped with maintenance crews, vehicles, and machinery.

3.7.4 Yakima TEF Shop

The Yakima Transportation Equipment Fund (TEF) Shop supports maintenance personnel and engineers by supplying and maintaining TEF equipment for the South Central Region. 1EF equipment includes cars, trucks, radios, heavy machinery, and other equipment The TEF Shop is based from the Union Gap (Yakima) facility.

3.7.5 Regional Special Crews

a. The Special Crews Signal Shop repairs and maintains signals on WSDOT right-of-way in the South Central Region. The Signals Maintenance Supervisor is responsible for overseeing the activities of all signals/illumination maintenance crews. During an emergency, the Signals Supervisor will coordinate signals maintenance activities.

b. Regional Special Crews are responsible for repairing, maintaining, and inspecting all bridges on WSDOT right-of-way in the South Central Region. Regional Crews are based in Union Gap *(Yakima).* The Special Crews Superintendent is responsible for overseeing the activities of the bridge crews. If the damage is

widespread and the number of bridges requiring emergency repairs and inspection exceeds the number of available bridge crews, the Special Crews Superintendent will coordinate bridge prioritization with the Assistant Regional Administrator for Maintenance.

c. The Central Sign Shop will be operational to fabricate whatever signs are needed.

3.7.6 Maintenance Crews

Maintenance crews will be responsible for clearing debris from the roadway, providing traffic control, and repairing and maintaining roadways, structures, signals, and drainage systems. The judgment of the maintenance person in charge at a disaster scene will govern response actions at the site. However, all maintenance crews should coordinate response activities with the Section Supervisor or the Area Superintendent. Maintenance crews should report all road closures, blockages, and roadway damage to the Area Office or to the South Central Region Radio.

3.8 Coordination With Local Agencies

The South Central Region will coordinate emergency response activities with local agencies whenever possible. The South Central Region can only provide resources to assist local agencies when all state owned transportation facilities are repaired and maintained and can be operated safely.

3.8.1 Coordination With Other Local Governments and Agencies

When an emergency affects the ability of local governments and agencies to save or protect lives, the South Central Region will attempt to keep highways and state owned facilities operational so that local agencies can provide emergency services and support to the area. The South Central Region will work with local agencies on prioritizing roadway repairs based on the needs of local communities.

Local governments in need of emergency engineering services or equipment from WSDOT for areas which are not under WSDOT responsibility, should contact the Washington State Military Department Emergency Management Division (EMD). The EMD will contact the WSDOT State Maintenance Engineer in Olympia. The State Maintenance Engineer will consult with the South Central Regional Administrator and the South Central Assistant Regional Administrator for Maintenance on whether these services can be provided without compromising the ability of the South Central Region to respond to emergencies on state-owned property.

3.8.2 Coordination With FEMA and Other Federal Agencies

Coordination of emergency response activities with FEMA and other federal agencies are conducted through the Washington State Military Department Emergency Management Division. Requests from federal agencies for emergency services or equipment made directly to the South Central Region should be forwarded to the State Maintenance Engineer in Olympia. The State Maintenance Engineer will coordinate with the South Central Regional Administrator on the appropriate response to these requests.

3.9 Specific Response Procedures

This section contains special response procedures for specific types of events which affect the South Central Region. These procedures do not ensure a fail safe response plan. The judgment of trained personnel should be used in conjunction with these procedures.

3.9.1 Flooding

Water over the roadway and ponding or plugged drains are treated as immediate hazards. Personnel will be called out to the site by South Central Regional Radio or by the Area Maintenance Superintendent. During a flood alert or warning, the Area Maintenance Superintendent will be notified. If flooding is imminent, the Area Maintenance Superintendent will close or take actions to protect the roadways.

3.9.2 Bridge Closures

All incidents on bridges will be reported by South Central Regional Radio to Regional Special Crews maintenance personnel. South Central Regional Special Crews personnel will inspect the bridge for damage or notify OSC Bridge Division of condition. All bridges that present a danger to the traveling public will be closed and reported to South Central Regional Radio. The South Central Regional Special Crews Superintendent will coordinate bridge repair.

During a major disaster, such as an earthquake, bridge maintenance and roadway maintenance crews will perform preliminary inspection of all bridges in the South Central Region. If the bridge is damaged and presents a danger to the public, the maintenance crew at the scene will close the bridge until OSC bridge engineers can perform a more detailed inspection of the bridge.

4. Responsibilities of Regional Personnel

This section provides guidelines for South Central Region personnel on response activities during major emergencies. These guidelines are intended to assist personnel in addressing problems which may develop during an emergency.

4.1 South Central Regional Administrator (SCEOC Supervisor)
4.2 South Central Assistant Regional Administrator for Maintenance
4.3 South Central Assistant Regional Administrator for Construction
4.4 South Central Assistant Regional Administrator for Project Development
4.5 South Central Assistant Regional Administrator for Program Management
4.6 South Central Region Traffic Engineer
4.7 South Central Region Highways and Local Programs Engineer
4.8 South Central Region Administrative Officer
4.9 South Central Region Equipment Superintendent
4.10 South Central Region Facilities Planner
4.11 South Central Region Maintenance Superintendents
4.12 South Central Region Safety Officer
4.13 South Central Region Project Engineers
4.14 South Central Region Real Estate Services Manager
4.15 South Central Region Communications and Public Involvement Officer (Confidential Secretary)
4.16 South Central Region Radio Operations Supervisor
4.17 South Central Region Radio Operators
4.18 South Central Emergency Operations Center (SCEOC)

4.1 Regional Administrator

4.1.1 Declare all emergencies that require the authority of the Regional Administrator under IL 07-45.

4.1.2 Perform or delegate procedures necessary for accomplishing emergency repair work under IL 07-45.

4.1.3 Report to the Department Emergency Operation Center (DEOC), supervise as the SCEOC Supervisor emergency operations within the region.

4.1.4 Maintain communications with the State Maintenance Engineer at Olympia Service Center.

4.1.5 Make executive decisions for closing major highways and prioritizing debris removal from roadways during catastrophic emergencies.

4.1.6 Provide available personnel and equipment to other Regions if requested.

4.1.7 Provide personnel to assist FHWA representatives in determining the magnitude of the damage caused by the disaster.

4.1.8 Coordinate road closures and other traffic control issues with counties and cities within the South Central Region.

4.1.9 Document all of your own activities pertaining to emergency response operations.

4.2 Assistant Regional Administrator for Maintenance

4.2.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.2.2 Report to the SCEOC, upon the SCEOC's request to coordinate emergency operations within the Region.

4.2.3 Provide information to the Regional Administrator on emergency maintenance operations.

4.2.4 Report all highway conditions to and maintain communications with the State Maintenance Engineer in Olympia.

4.2.5 Evaluate disaster information and determine extent of damage.

4.2.6 Coordinate mobilization of roadway maintenance personnel and equipment.

4.2.7 Coordinate services required for performing road repairs and implementing traffic control devices, such as signs and barricades, with Traffic Operations.

4.2.8 Coordinate emergency inspection for roadway safety and structure integrity.

4.2.9 Coordinate detour assignments with the Regional Traffic Engineer.

4.2.10 Coordinate equipment rentals with the Regional Equipment Superintendent.

4.2.11 Maintain liaison with local construction and equipment rental.

4.2.12 Under direction from the Regional Administrator, coordinate damage assessment teams and provide initial estimates for damaged highways on the federal aid system to the Regional Highways and Local Programs Engineer.

4.2.13 Document all of your own activities pertaining to emergency response operations.

4.3 Assistant Regional Administrator for Construction

4.3.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.3.2 Coordinate mobilization of construction and contractor personnel and equipment (see IL 07-45).

4.3.3 Coordinate equipment rentals with the Regional Equipment Superintendent (see Il 07-45).

4.3.4 Maintain liaison with construction and equipment rental companies and with the Washington State Chapter of Associated General Contractors.

4.3.5 Coordinate detour assignments with the Regional Traffic Engineer.

4.3.6 Report to the SCEOC, upon the SCEOC's request to coordinate emergency operations within the region.

4.3.7 Provide information to the Regional Administrator on emergency response operations.

4.3.8 Document all of your own activities pertaining to emergency response operations.

4.4 Assistant Regional Administrator for Project Development

4.4.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.4.2 Coordinate emergency engineering functions, such as plans, specifications, and cost estimates.

4.4.3 Document all of your own activities pertaining to emergency response operations.

4.5 Assistant Regional Administrator for Program Management

4.5.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.5.2 Report to the SCEOC, upon the SCEOC's request to coordinate emergency operations within the region.

4.5.3 Provide information to the Regional Administrator (SCEOC Supervisor) on emergency response operations.

4.5.4 Coordinate with all support agencies to ensure maximum available funding exists during an emergency.

4.5.5 Document all of your own activities pertaining to emergency response operations.

4.6 South Central Region Traffic Engineer

4.6.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.6.2 Report to the SCEOC upon the request of the SCEOC Supervisor to coordinate emergency operations within the region.

4.6.3 Devise and implement strategy for providing transportation through emergency areas.

4.6.4 Coordinate emergency traffic operations, such as detour assignments and alternate routes, to expedite road repairs.

4.6.5 Supervise implementation of traffic control at emergency areas.

4.6.6 Coordinate detour assignments with the Area Maintenance Superintendents.

4.6.7 Implement and execute emergency traffic policies.

4.6.8 Coordinate traffic operations with outside agencies.

4.6.9 Document all of your own activities pertaining to emergency response operations.

4.7 South Central Region Highways and Local Programs Engineer

4.7.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.7.2 Coordinate Region response with local agencies.

4.7.3 Document all of your own activities pertaining to emergency response operations.

4.8 South Central Region Administrative Officer

4.8.1 Obtain necessary supplies for emergency response and recovery operations.

4.8.2 Obtain contracts for emergency supplies and services.

4.8.3 Assist the SCEOC in contacting and scheduling employees for emergency response activities.

4.8.4 Document all of your own activities pertaining to emergency response operations.

4.9 South Central Region Equipment Superintendent

4.9.1 Coordinate equipment rentals with the Assistant Regional Administrator for Maintenance and the Assistant Regional Administrator for Construction.

4.9.2 Maintain a Region-wide inventory of available equipment for emergency response and recovery operations.

4.9.3 Locate available equipment through coordination with Regional Maintenance Superintendents or Area Supervisors.

4.9.4 Document all of your own activities pertaining to emergency response operations.

4.10 South Central Region Facilities Planner

4.10.1 Ensure all facilities are safe to conduct emergency response operations. Inspect all facilities for structural, electrical, and other damage.

4.10.2 Ensure each facility has emergency power to conduct emergency response operations.

4.10.3 Establish emergency procedures with local utility company to provide utility needs.

4.10.4 Establish emergency procedures with local telephone companies to provide communication.

4.10.5 Document all of your own activities pertaining to emergency response operations.

4.11 South Central Region Maintenance Superintendents

4.11.1 Take appropriate actions for emergency response operations as outlined in the WSDOT Maintenance Manual (M51-01).

4.11.2 Organize response activities of maintenance crews and assign crews to affected areas.

4.11.3 Maintain communication and report all emergency roadway work to South Central Regional Radio.

4.11.4 Maintain inventory of available equipment at area offices for emergency response operations.

4.11.5 Maintain communication and coordinate maintenance operations with the Assistant Regional Administrator for Maintenance.

4.11.6 Ensure that vehicles are fueled and prepared for transport.

4.11.7 Ensure that materials and equipment are loaded and ready for transport.

4.11.8 Document all of your own activities pertaining to emergency response operations.

4.12 South Central Region Safety Officer

4.12.1 Ensure evacuation and safety of all personnel from damaged buildings.

4.12.2 Coordinate safety of facilities with the Facilities Planner.

4.12.3 Receive information on injured persons and ensure that medical assistance has been provided for if necessary.

4.12.4 Ensure all emergency response operations are conducted safely and assist in providing proper equipment.

4.12.5 Ensure confined space air quality is adequate.

4.12.6 Document all of your own activities pertaining to emergency response operations.

4.13 South Central Region Project Engineers

4.13.1 Provide personnel to administer contracts.

4.13.2 Provide personnel to bolster Maintenance personnel as needed.

4.13.3 Document all of your own activities pertaining to emergency response operations.

4.14 South Central Region Real Estate Services Manager

4.14.1 Coordinate emergency right of way requirements, such as air space lease, access requirements, and development rights with the Assistant Regional Administrator for Project Development.

4.14.2 Document all of your own activities pertaining to emergency response operations.

4.15 South Central Region Communications and Public Involvement Officer (Confidential Secretary)

4.15.1 Provide information to the media and the public.

4.15.2 Provide information to the OSC Communications and Public Involvement Office.

4.15.3 Document all of your own activities pertaining to emergency response operations.

4.16 South Central Region Radio Operators Supervisor

4.16.1 Report to South Central Region Radio.

4.16.2 Activate emergency communications as necessary.

4.16.3 Ensure all radio operators have reported to alternate locations as necessary.

4.16.4 Maintain log of events and activities reported over the South Central Region Radio system.

4.16.5 Document all of your own activities pertaining to emergency response operations.

4.17 South Central Region Radio Operators

4.17.1 Station sign in to service as soon as you arrive.

4.17.2 Provide communication support to coordinate cleanup of incidents and roadway hazards with WSP.

4.17.3 Provide communication support to report roadway information to appropriate personnel.

4.17.4 Maintain a log of events and roadway repairs reported over the radio.

4.17.5 Monitor the Weather-net system.

4.17.6 Contact the WSDOT Aeronautics department for SAR (Search and Rescue) requests.

4.17.7 Document all activities going over the radio.

4.18 South Central Operations Center (SCEOC) (Regional Office)

The following three positions shall be responsible for setting up the SCEOC when requested by the Regional Administrator:

a. Maintenance Analyst

b. Maintenance Assistant

c. Facilities Planner

4.18.1 Make preparations for the SCEOC to be used as the primary communication and coordination center for the Region.

4.18.2 Set up equipment in the SCEOC such as maps, status boards, furniture, and telephones.

4.18.3 Arrange for personnel to staff the center if additional assistance is required.

4.18.4 Receive information from Radio Operators and disseminate information to proper officials.

4.18.5 Maintain communication and provide information to outside key agencies.

4.18.6 Indicate all roadway conditions on a situation map, including road closures, roadway damage, hazardous areas, detour assignments, and alternate routes.

4.18.7 Make arrangements to have phone numbers of key contacts and information on critical resources available in the SCEOC.

4.18.8 Document all activities conducted from the SCEOC, including the activities of officials in the center.

5. Resources

5.1 General

The South Central Region resources are managed by Area Maintenance Offices, Section Offices, and Branch Offices. The Union Gap (Yakima) TEE Shop is responsible for supplying and maintaining TEF equipment, which includes passenger vehicles, trucks, light and heavy machinery, radios, and other equipment. Each Maintenance Area and Section Office is responsible for equipment assigned to the area. During a major emergency, it may be necessary to borrow equipment from other Sections, Areas, and possibly Regions. Each Maintenance Superintendent can request to borrow equipment from another Area by contacting the Superintendent at that Area Office. Section Supervisors can also request to borrow equipment from another Section Office by contacting the Section Supervisor. However, equipment should only be loaned out if this action does not compromise the ability of the Area or Section to maintain its own assigned area, or unless it is deemed appropriate by the Regional Administrator based on regional priority.

The following sheets provide a listing of equipment available in each Area and Branch Office in the South Central Region. These sheets are intended to assist Maintenance personnel in locating essential equipment during emergencies.

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1. Introduction

1.1 Background

The vast majority of incidents that impact the transportation system are accidents involving motor vehicles. These incidents present hazards to the motoring public but are generally isolated in small areas and can be routinely handled using Eastern Region resources. However, when an extraordinary disaster occurs, such as an earthquake, flood, or volcanic eruption, damage to the region may be widespread and the need to manage local, state, and federal resources intensifies. When such a disaster occurs, Eastern Region may need to coordinate emergency response efforts and resources with its maintenance offices, with Olympic Service Center and other Regions, and with other local, state, and federal agencies.

1.2 Purpose

This plan describes the basic mechanisms by which the Eastern Region will respond to and manage major natural and man-made emergencies that impact the state transportation system in the Eastern Region. Although this plan does not establish absolute standards, it does establish uniform operating procedures and performance guidelines. In some instances, the Eastern Region may be required to operate differently than stated in this plan in order to respond properly to an emergency. The judgment of trained personnel should be used in conjunction with this plan for emergency response operations.

1.3 Policies

During major emergencies, the Eastern Region will implement the following WSDOT emergency response policies:

1.3.1 Protect the integrity of the state operated highway system and related facilities in order to minimize loss of life and property.

1.3.2 Repair and open damaged state highways and facilities as quickly as possible.

1.3.3 Assign personnel to disaster locations to oversee emergency response operations.

1.3.4 Provide information on emergency response operations to the Olympic Service Center.

1.3.5 Cooperate with other agencies at the local, state, and federal levels as time and available work force allow.

2. Situations and Assumptions

2.1 Situation

This plan addresses Level II and III emergencies (as defined in Section 2.1.2) which may involve the coordination of local, state, and federal resources. These emergencies include, but are not limited to, the following events:

Natural Emergencies	**Human-Caused Emergencies**
Avalanches	Acts of Terrorism
Earthquakes	Civil Disturbances
Forest Fires	Dam Failures
Floods	Fixed Nuclear Facility Failures
Snow Storms	Hazardous Materials Incidents
Volcanic Eruptions	Search and Rescue Emergencies
Wind Storms	Power Outages
Ice Storms	

2.1.1 Definition of "Emergency"

The Washington State Department of Transportation (WSDOT) defines an emergency as:

> *An unexpected, serious situation caused by an accident, natural disaster, or other unforeseen occurrence that has placed an existing state highway or a department-controlled property (real or personal) in jeopardy or has rendered the highway impassable in one or both directions and that requires prompt reconstruction, repair, or other work.*

2.1.2 Emergency Levels

Level 1

Level 1 incidents are isolated accidents which can be routinely handled at the Region level. These incidents may require Eastern Region Incident Response Team or maintenance personnel to provide traffic control at the scene, and in some instances, to assist the state patrol in clearing the roadway. WSDOT's Incident Response Guide provides information on responding to Level 1 incidents.

Level 2

Level 2 emergencies are large scale events and may be widespread throughout the Region. These situations may or may not be resolved with resources from Eastern Region and the OSC Maintenance Office may be used to respond to the emergency. Level 2 emergencies involve an emergency declaration by the Eastern Region

Administrator to accomplish emergency work. Level 2 emergencies may also involve a proclamation of State of Emergency by the Governor and may involve a request for Presidential declaration of emergency or major disaster.

Level 3

Level 3 emergencies are catastrophic events that require massive amounts of resources from local, state and federal governments. For these events, the Eastern Region Administrator makes an emergency declaration to accomplish emergency work. The Eastern Region and the OSC Maintenance Office will be used to coordinate WSDOT response and recovery operations. The Washington State Emergency Operations Center is activated to coordinate emergency management and response activities of all state agencies, including WSDOT. The Eastern Emergency Operations Center (EEOC) is activated to coordinate response operations of local agencies in the Eastern Region. Level 3 emergencies involve an emergency declaration by the Eastern Region Administrator and the Secretary of Transportation to accomplish emergency work, and may include a proclamation of State of Emergency by the Governor.

2.2 Assumptions

The Eastern Region will attempt to provide immediate and efficient response to an emergency to the best of its ability. In some instances, the Region's personnel and resources may be overwhelmed and may not be able to provide immediate service to the entire transportation system in the Eastern Region.

3. Concept of Operations and Response

3.1 General

Overall coordination of Eastern Region emergency response operations will be conducted from the Eastern Emergency Operations Center (EEOC) located in the Eastern Region Office for some Level 2 emergencies and all level 3 emergencies. (Section 3.5 provides an overview of EEOC operations during an emergency.) Selected decision level administrators and managers will report to or assign a representative to the EEOC upon notification of an emergency by Eastern Region Radio or the EEOC supervisor. Maintenance superintendents will not report to the EEOC in person but should contact Eastern Region Radio through radio or telephone. (Section 4, "Responsibilities of Regional Personnel" provides a list of personnel who will report to the EEOC).

3.2 Response Tasks

During major emergencies Eastern Region will take appropriate actions to accomplish the following response tasks:

3.2.1 Provide first aid assistance to all injured personnel.

3.2.2 Perform all duties necessary to protect state transportation facilities.

3.2.3 Remove or take actions to reduce any hazards on the highways that tend to endanger the traveling public.

3.2.4 Close or restrict any portion of a state highway whenever the condition of any state highway is such that for any reason its unrestricted use or continued use will greatly damage that state highway.

3.2.5 Reconstruct, repair, and maintain state highways, bridges, and alternate routes. WSDOT is authorized to perform maintenance and construction work off the state highway right-of-way in close proximity to the highway to protect the facility and the traveling public. (RCW 47.32.130)

3.2.6 Mobilize personnel and equipment required for emergency engineering services on state highways.

3.2.7 Assist the Washington State Patrol if possible by

a. Providing vehicle traffic control wherever possible or practical

b. Providing access control

c. Providing assistance in rerouting vehicle traffic around or away from the affected area

d. Providing equipment and materials

e. Estimating injury reports and equipment loss

3.2.8 Provide assistance to the incident command system for hazardous materials incidents.

3.2.9 Determine the usable portions of the state highway network.

3.2.10 Perform damage assessment and provide cost estimates for state highway facilities.

3.2.11 Provide communication for emergency response operations.

3.2.12 Provide information on emergency response activities to the media and the public.

3.2.13 Provide ground transportation for state personnel.

3.3 Authority and Chain of Command

The Regional Administrator has the authority to direct all emergency operations at the Region level. When unforeseen circumstances preclude the Regional Administrator from formally designating in writing another official to assume them, all responsibilities and authorities of the Region that may be properly delegated will fall upon the Region's official highest on the following list who is able to exercise them at the Region Office:

1. Assistant Regional Administrator for Operations
2. Assistant Regional Administrator for Construction
3. Assistant Regional Administrator for Development
4. Regional Traffic Operations Engineer
5. Regional Construction Engineer
6. Regional Development Engineer

3.4 Emergency Organization

During an emergency, the Table of Organization will continue to apply. All employees should report to and continue to work under their immediate supervisor. If the immediate supervisor is unable to report to work, employees should report to the next highest supervisor on the Table of Organization.

3.5 Eastern Emergency Operations Center (EEOC)

Depending on the extent of damage, the first location of the EEOC will be the Regional Office in Spokane. The first alternate will be the Wandermere Maintenance Facility. If both of these are disabled or unsafe, then the EEOC will move to the next nearest intact Maintenance Area or Section office that can provide radio, telephone, and computer links.

The EEOC will be used during any major emergency which requires significant coordination and mobilization of personnel and equipment. The EEOC will serve as a command and communication center and staging area for coordinating instructions within the Region and to the Olympia Service Center and as a source of contact with the press and public.

3.5.1 EEOC Response Activities

During major emergencies, Eastern Region officials and EEOC personnel will work with personnel in the field and maintenance offices to conduct the following activities: (Section 4, "Responsibilities of Regional Personnel" identifies specific personnel to carry out these activities.)

1. Identify and evaluate the availability and capacity of highways within Regional boundaries and maintain a list of usable highways.
2. Coordinate efforts to erect signs and barricades on restricted or closed routes in Eastern Region.
3. Develop a situation map showing current status of highways in the Region and indicate which highways can be used as alternative routes.
4. Estimate essential traffic demands on the highways within the Eastern Region.
5. Inform the public and media of highway closures because of damage.
6. Establish incident command centers, if necessary, to assist in emergency operations for isolated incidents.
7. Inform OSC of all highway capacity reductions and closures within Regional boundaries.
8. Notify OSC Maintenance if emergency highway traffic regulations have been implemented.
9. Coordinate with OSC in the issuance of permits for the use of regulated highways.
10. Coordinate emergency operations with other state, county, and city agencies in the area.

3.5.2 Personnel Reporting to the EEOC

The following officials should report to or assign a representative to the EEOC during an emergency or upon the request of the EEOC Supervisor:

- Assistant Regional Administrator/Operations
- Assistant Regional Administrator/Construction
- Assistant Regional Administrator/Development
- Regional Traffic Operations Engineer
- Regional Highways and Local Programs Engineer
- Regional Public Affairs Officer
- Regional Administrative Officer

3.5.3 Concept of Operations of the EEOC During Emergencies

1. If an emergency can be forecast, the EEOC personnel will notify proper officials via telephone, pager, or radio that an emergency is expected. EEOC personnel will then advise each official to report to or send a representative to the center, if deemed necessary by the EEOC Supervisor.

2. The EEOC will set up accommodations for emergency response operations. Eastern Region resources will be used as needed.

3. Officials reporting to the EEOC in person should have their calls forwarded to one of the phones in the EEOC. The EEOC staff will make arrangements to have a list of critical telephone numbers and a list of resources in the EEOC. This will allow coordination and mobilization efforts to be conducted from the center.

4. All personnel in the center (officials, representatives, radio operators, EEOC personnel, communications and public involvement personnel, etc.) will maintain a log of their own actions from the start. Each person in the center will be prepared to accommodate, as best as possible, requests for information, equipment, and personnel. (Reporters will not be allowed in the EEOC. The Regional Communications and Public Involvement Officer will provide the media with information as conditions change.)

5. As damage reports and field assessments are received via radio and telephones, they will be posted on status boards and marked on maps in the radio room by EEOC staff. The maps will be used to track road closures and roadway damage, locate hazards, and identify alternate routes. EEOC staff will also update the information on the status board and maps. Officials will also post all information they receive on the status boards and maps so that the information is available to all those in the center. The information on the status boards will be disseminated to all pertinent offices and agencies.

6. If the emergency escalates beyond the capacity of the Eastern Region, officials can request outside resources by contacting WSDOT Olympia Service Center Maintenance or by contacting other Regions or maintenance offices outside the affected area. All <u>available</u> resources will be used as needed, including city, county, and private contractors. The appropriate County EOC will be contacted and used as needed.

3.6 Eastern Region Radio System

Eastern Region Radio System consists of 7 base stations:

- Station 60 — Spokane
- Station 61 — Wandermere
- Station 62 — Colfax
- Station 63 — Davenport
- Station 64 — Colville
- Station 65 — Spokane Shop
- Station 66 — Spokane Radio Shop

Radio 60 is currently co-located with Radio 61, at Wandermere, and is the primary communication center for the Region. Radio 60's primary responsibilities are:

1. Assisting in dispatching maintenance personnel to the scene of an incident or hazard in the Eastern Region.
2. Coordinating hazard response activities with the WSP.
3. Disseminating roadway information to appropriate personnel.
4. Maintaining a log of events and roadway repairs reported over the radio system.
5. Providing communication for construction coordination.
6. Operating VMS and HAR.
7. Monitoring the Internet for information pertinent to the situation.
8. Contacting the WSDOT Aviation Division for Search and Rescue (SAR) activities, when needed.

During an emergency, the Eastern Region Radio will continue to operate from the EEOC unless the facility is determined to be unsafe and must be evacuated or when communication systems in EEOC Radio Room are inoperable. The next nearest operable base station will then be used.

If the Regional Office loses power to the PBX phone system, the Radio Room has two computer modem phone lines which are separate from the phone system. These lines can be used to make calls outside the office.

If the Eastern Region Radio is forced to evacuate the EEOC, the Radio Operators on duty will equip themselves with cellular phones and forward their calls to the cellular number. Radio Operators will utilize available portable and vehicle-mounted radios to provide communication to the Region Office.

All Radio Operators will attempt to report in to the Region's radio in an emergency.

3.7 Role of Maintenance

The primary objective of WSDOT Maintenance during a major emergency is to maintain a network of prioritized routes which will provide reasonable access to as many roads in the Eastern Region as possible.

The Eastern Region is divided into four Maintenance Areas. (These Areas are depicted in the back of this Plan.) Each Area has one main office facility and several supporting section facilities. In addition to this, the Eastern Region is also equipped with one branch facility; the Spokane Equipment Shop. (A listing of maintenance areas in the Eastern Region is provided in the "WSDOT Emergency Directory" included in the plan.)

3.7.1 Assistant Regional Administrator for Operations

The Assistant Regional Administrator/Operations is responsible for overall management and coordination of all Area and Branch offices in the Eastern Region, including the Traffic Branch which is managed by the Regional Traffic Operations Engineer. The Assistant Regional Administrator/Operations will manage and coordinate Region-wide maintenance activities from the Regional Office during an emergency.

If an emergency escalates beyond the resource of one Area or affects more than one Area, the Assistant R. A. /Operations may coordinate maintenance activities of the Area Offices and may assign maintenance personnel to severely damaged areas of the Region.

3.7.2 Maintenance Area Offices

Each Maintenance Area Office is equipped with maintenance crews, vehicles, and machinery and is responsible for roadway repairs and debris removal within Area boundaries. In general, the highest priority roadways are those needed to: 1) protect the safety of the citizens of the State of Washington; 2) provide emergency supplies, materials, and services; and 3) provide mobility for the greatest volume of traffic. Each Area will be allowed to restrict or close routes that present a hazard to the traveling public or that is needed to support emergency services such as evacuating those from hazardous areas or transporting essential equipment and supplies.

Each Area is supervised by one Maintenance Superintendent. The Superintendent works out of the Area Office and is responsible for overseeing the activities of all maintenance crews in the Area. The Area Superintendents will supervise all emergency response activities with the Assistant R. A./Operations if the emergency escalates beyond the resources of the Area. Area Superintendents will also keep the Eastern Region Radio and the Assistant R. A./Operations informed of all significant road blockages and closures resulting from the disaster.

3.7.3 Maintenance Sections

Each Maintenance Area contains several Sections. The Section facilities are generally located throughout an Area to provide efficient maintenance service to all parts of the Area. Each Section is supervised by a Maintenance Supervisor. If a situation escalates beyond the resources of the Section facility, the Supervisor will contact the Area Superintendent. Each Section is equipped with maintenance crews, vehicles, and machinery.

3.7.4 Spokane TEF Shop

The Spokane Transportation Equipment Fund (TEF) Shop supports maintenance personnel and engineers by supplying and maintaining TEF equipment for the Eastern Region. TEF equipment includes cars, trucks, radios, heavy machinery and other equipment. The TEF Shop is based from the Spokane facility.

3.7.5 Regional Special Crews

a. The Signal Shop repairs and maintains signals on WSDOT right-of- way in the Eastern Region. The Signals Maintenance Supervisor is responsible for overseeing the activities of all signals/illumination maintenance crews. During an emergency, the Signals Supervisor will coordinate Signals maintenance activities.

b. South Central Region Crews, the nearest available to Spokane, are responsible for repairing, maintaining, and inspecting all bridges on WSDOT right-of-way in the South Central Region. Regional Crews are based in Union Gap (Yakima). If they are needed, the Eastern Region Administrator will coordinate with the South Central Region Administrator to request their assistance.

c. The Central sign Shop, in Yakima, will be operational to fabricate whatever signs are needed, as requested.

3.7.6 Maintenance Crews

Maintenance crews will be responsible for clearing debris from the roadway, providing traffic control, and repairing and maintaining roadways, structures, signals, and drainage systems. The judgment of the maintenance person in charge at a disaster scene will govern response actions at the site. However, all maintenance crews should coordinate response activities with the Section Supervisor or the Area Superintendent. Maintenance crews should report all road closures, blockages, and roadway damage to the Area Office or to the Eastern Region Radio.

3.8 Coordination With Local Agencies

The Eastern Region will coordinate emergency response activities with local agencies whenever possible. The Eastern Region can only provide resources to assist local agencies when all state owned transportation facilities are repaired and maintained and can be operated safely.

3.8.1 Coordination With Other Local Governments and Agencies

When an emergency affects the ability of local governments and agencies to save or protect lives, the Eastern Region will attempt to keep highway and state owned facilities operational so that local agencies can provide emergency services and support to the area. The Eastern Region will work with local agencies on prioritizing roadway repairs based on the needs of local communities.

Local governments in need of emergency engineering services or equipment from WSDOT for areas which are not under WSDOT responsibility, should contact the Washington State Military Department Emergency Management Division (EMD). The EMD will contact the WSDOT State Maintenance Engineer in Olympia. The State Maintenance Engineer will consult with the Eastern Region Administrator and the Assistant R. A./Operations on whether these services can be provided without compromising the ability of the Eastern Region to respond to emergencies on state-owned property.

3.8.2 Coordination With FEMA and Other Federal Agencies

Coordination of emergency response activities with FEMA and other federal agencies are conducted through the Washington State Military Department Emergency Management Division. Requests from federal agencies for emergency services or equipment made directly to the Eastern Region should be forwarded to the State

Maintenance Engineer in Olympia. The State Maintenance Engineer will coordinate with the Eastern Region Administrator on the appropriate response to these requests.

3.9 Specific Response Procedures

This section contains special response procedures for specific types of events which affect the Eastern Region. These procedures do not ensure a fail safe response plane. The judgment of trained personnel should be used in conjunction with these procedures.

3.9.1 Flooding

Water over the roadway and ponding or plugged drains are treated as immediate hazards. Personnel will be called out to the site by Eastern Region Radio or by the Area Maintenance Superintendent. During a flood alert or warning, the Area Maintenance Superintendent will be notified. If flooding is imminent, the Area Maintenance Superintendent will close or take actions to protect the roadways.

3.9.2 Bridge Closures

During a major disaster, such as an earthquake, roadway maintenance crews will perform preliminary inspection of all bridges in the Eastern Region. If a bridge is damaged and presents a danger to the public, the maintenance crew at the scene will close the bridge until bridge engineers can perform a more detailed inspection of the bridge. All bridges that present a danger to the traveling public will be closed and reported to Eastern Region Radio. If damage warrants it, the Eastern Region Superintendent, or his designee, will coordinate bridge repair.

4. Responsibilities of Regional Personnel

4.1 Eastern Region Administrator

4.1.1 Declare all emergencies that require the authority of the Regional Administrator under IL 07-45.

4.1.2 Perform or delegate procedures necessary for accomplishing emergency repair work under Il 07-45.

4.1.3 Report to the Eastern Emergency Operations Center (EEOC); supervise emergency operations within the Region.

4.1.4 Maintain communications with the State Maintenance Engineer at Olympia Service Center.

4.1.5 Make executive decisions for closing major highways and prioritizing debris removal from roadways during catastrophic emergencies.

4.1.6 Provide available personnel and equipment to other Regions if requested.

4.1.7 Provide personnel to assist FHWA representatives in determining the magnitude of the damage caused by the disaster.

4.1.8 Coordinate road closures and other traffic control issues with counties and cities within the Eastern Region.

4.1.9 Document activities pertaining to emergency response operations.

4.2 Eastern Region Assistant Administrator for Operations

4.2.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.2.2 Report to the EEOC, upon the EEOC's requests to coordinate emergency operations within the Region.

4.2.3 Provide information to the Regional Administrator on emergency maintenance operations.

4.2.4 Report all highway conditions to and maintain communications with the State Maintenance Engineer in Olympia.

4.2.5 Evaluate disaster information and determine extent of damage.

4.2.6 Coordinate mobilization of roadway maintenance personnel and equipment.

4.2.7 Coordinate any special services required for performing road repairs. (ie: WSP)

4.2.8 Coordinate emergency inspection for roadway safety and structure.

4.2.9 Coordinate detour assignments with the Regional Traffic Engineer.

4.2.10 Coordinate equipment rentals with the Regional Equipment Superintendent.

4.2.11 Maintain liaison with local construction and equipment rental.

4.2.12 Under direction from the Regional Administrator, coordinate damage assessment teams and provide initial estimates for damaged highways on the federal aid system.

4.2.13 Document activities pertaining to emergency response operations.

4.3 Eastern Region Assistant Administrator for Construction

4.3.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.3.2 Report to the EEOC, upon the EEOC's request to coordinate emergency operations within the Region.

4.3.3 Coordinate mobilization of construction and contractor personnel and equipment (see IL 07-45).

4.3.4 Coordinate equipment rentals with the Regional Equipment Superintendent (see IL 07-45).

4.3.5 Maintain liaison with construction and equipment rental companies and with the Washington State Chapter of Associated General Contractors.

4.3.6 Coordinate detour assignments with the Regional Traffic Engineer.

4.3.7 Provide information to the Regional Administrator on emergency response operations.

4.3.8 Document activities pertaining to emergency response operations.

4.4 Eastern Region Assistant Administrator for Development

4.4.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.4.2 Report to the EEOC upon the EEOC's request to coordinate emergency operations within the Region.

4.4.3 Serve as EEOC Supervisor.

4.4.4 Coordinate emergency engineering functions, such as plans, specficiations, and cost estimates.

4.4.5 Document activities pertaining to emergency response operations.

4.5 Eastern Region Traffic Operations Engineer

4.5.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.5.2 Report to the EEOC upon the request of the EEOC Supervisor to coordinate emergency operations within the Region.

4.5.3 Devise and implement strategy for providing transportation through emergency areas.

4.5.4 Coordinate emergency traffic operations, such as detour assignment and alternate routes, to expedite road repairs.

4.5.5 Supervise implementation of traffic control at emergency areas.

4.5.6 Coordinate detour assignments with the Area Maintenance Superintendents.

4.5.7 Implement and execute emergency traffic policies.

4.5.8 Coordinate traffic operations with outside agencies.

4.5.9 Document activities pertaining to emergency response operations.

4.6 Eastern Region Construction Engineer

4.6.1 Act on behalf of the Eastern Region Assistant Administrator for Construction in his absence with duties as listed in 4.3

4.6.2 Documents activities pertaining to emergency response operations.

4.7 Eastern Region Development Engineer

4.7.1 Act on behalf of the Eastern Region Assistant Administrator for Development in his absence with duties as listed in 4.4.

4.7.2 Serve as EEOC Supervisor when required.

4.7.3 Documents activities pertaining to emergency response operations.

4.8 Eastern Region Program Manager

4.8.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.8.2 Report to the EEOC, upon the EEOC's request to coordinate emergency operations within the Region.

4.8.3 Provide information to the Regional Administrator (EEOC Supervisor) on emergency response operations.

4.8.4 Coordinate with all support agencies to ensure maximum available funding that exists during an emergency.

4.8.5 Document activities pertaining to emergency response operations.

4.9 Eastern Region Highways and Local Programs Engineer

4.9.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.9.2 Coordinate Region response with local agencies.

4.9.3 Document activities pertaining to emergency response operations.

4.10 Eastern Region Assistant Operations Engineer

4.10.1 Act on behalf of the Eastern Region Assistant Administrator for Operations in his absence with the duties as listed in 4.2.

4.10.2 Coordinate Facility and Stores support units with needs of other Eastern Region work groups.

4.10.3 Set up EEOC when requested by Regional Administrator.

4.10.4 Document activities pertaining to emergency response operations.

4.11 Eastern Region Administrative Officer

4.11.1 Act as alternate to the Regional Administrator under conditions warranting emergency delegation of authority.

4.11.2 Report to the EEOC upon the request of the EEOC Supervisor to coordinate emergency operations within the Region.

4.11.3 Coordinate efforts of Eastern Region Financial Services in making vendor and employee payments.

4.11.4 Coordinate efforts of Eastern Region Information Technology, Administrative Services, and Human Resources in support of the Region.

4.11.5 Document activities pertaining to emergency response operations.

4.12 Eastern Region Equipment Superintendent

4.12.1 Coordinate equipment rentals with the Assistant Regional Administrator/Operations.

4.12.2 Maintain a Region-wide inventory of available equipment for emergency response and recovery operations.

4.12.3 Locate available equipment through coordination with Regional Maintenance Superintendents or Area Supervisors.

4.12.4 Ensures the integrity and repair of the Regional radio communications system.

4.12.5 Document activities pertaining to emergency response operations.

4.13 Eastern Region Facilities Planner

4.13.1 Ensure all facilities are safe to conduct emergency response operations. Inspect all facilities for structural, electrical, and other damage.

4.13.2 Ensure each facility has emergency power to conduct emergency response operations.

4.13.3 Set up EEOC when requested by Regional Administrator.

4.13.4 Establish emergency procedures with local utility companies to provide utility needs.

4.13.5 Establish emergency procedures with local telephone companies to provide communication.

4.13.6 Organize response activities of facility maintenance crew and assign crew to affected areas.

4.13.7 Prioritize facilities for repairs.

4.13.8 Provide first aid to injured employees and arrange for medical assistance if necessary.

4.13.9 Document activities pertaining to emergency response operations.

4.14 Eastern Region Maintenance Superintendents

4.14.1 Take appropriate actions for emergency response operations as outlined in the WSDOT *Maintenance Manual* (M51-01).

4.14.2 Organize response activities of maintenance crews and assign crews to affected areas.

4.14.3 Maintain communication and report all emergency roadway work to EEOC.

4.14.4 Maintain inventory of available equipment at area office for emergency response operations.

4.14.5 Maintain communication and coordinate maintenance operations with the Assistant R. A./Operations.

4.14.6 Ensure that vehicles are fueled and prepared for use.

4.14.7 Document activities pertaining to emergency response operations.

4.15 Eastern Region Safety Officer

4.15.1 Ensure evacuation and safety of all personnel from damaged buildings.

4.15.2 Coordinate safety of facilities with the Facilities Planner.

4.15.3 Receive information on injured persons and ensure that medical assistance has been provided if necessary.

4.15.4 Ensure all emergency response operations are conducted safely and assist in providing proper equipment.

4.15.5 Ensure confined space air quality is adequate.

4.15.6 Document activities pertaining to emergency response operations.

4.16 Eastern Region Project Engineers

4.16.1 Provide personnel to administer contracts.

4.16.2 Provide personnel to augment Maintenance personnel as needed.

4.16.3 Set up EEOC when requested by Regional Administrator.

4.16.4 Document activities pertaining to emergency response operations.

4.17 Eastern Region Public Affairs Officer

4.17.1 Provide information to the media and the public.

4.17.2 Provide information to the OSC Communications and Public Involvement Office.

4.17.3 Set up EEOC when requested by Regional Administrator.

4.17.4 Document activities pertaining to emergency response operations.

4.18 Eastern Region Radio Operators

4.18.1 Station sign in to service as soon as you arrive.

4.18.2 Provide communication support to coordinate cleanup of incidents and roadway hazards with WSP.

4.18.3 Provide communication support to report roadway information to appropriate personnel.

4.18.4 Maintain a log of events and roadway repairs reported over the radio.

4.18.5 Monitor the Internet for information pertinent to the situation.

4.18.6 Contact the WSDOT Aeronautics Department for SAR (Search and Rescue) requests, when needed.

4.18.7 Document all radio and telephone activities.

4.19 Eastern Region Environmental Engineer

4.19.1 Determine the potential of encountering hazardous materials during emergency operations.

4.19.2 Oversee the cleanup, removal and disposal of all hazardous materials.

4.19.3 Implement the hazardous incident contingency plan if required.

4.19.4 Document all activities pertaining to emergency response operations.

4.20 Eastern Emergency Operations Center (EEOC)

4.20.1 The following three position shall be responsible for setting up the EEOC when requested by the Regional Administrator:

a. Public Information Officer

b. Assistant Operations Engineer

c. Architect/Facilities Planner

4.20.2 Make preparations for the EEOC to be used as the primary communication and coordination center for the Region.

4.20.3 Set up equipment in the EEOC such as maps, status boards, furniture, and telephones.

4.20.4 Arrange for personnel to staff the center if additional assistance is required.

4.20.5 Receive information from Radio Operators and disseminate information to proper officials.

4.20.6 Maintain communication and provide information to outside key agencies.

4.20.7 Indicate all roadway conditions on a situation map, including road closures, roadway damage, hazardous areas, detour assignments, and alternate routes.

4.20.8 Make arrangements to have phone numbers of key contacts and information on critical resources available in the EEOC.

4.20.9 Document all activities conducted from the EEOC, including the activities of officials in the center.

5. Resources

The Eastern Region resources are managed by Area Maintenance Offices, Section Offices, and Branch Offices. The Spokane TEF Shop is responsible for supplying and maintaining TEF equipment which includes passenger vehicles, trucks, light and heavy machinery, radios, and other equipment. Each Maintenance Area and Section Office is responsible for equipment assigned to the area. During a major emergency, it may be necessary to borrow equipment from other Sections, Areas, and possibly Regions. Each Maintenance Superintendent can request to borrow equipment from another Area by contacting the Superintendent at that Area Office. However, equipment should only be loaned out if this action does not compromise the ability of the Area or Section to maintain its own assigned area, or unless it is deemed appropriate by the Regional Administrator based on regional priority.

5.1 Appendix

5.1.1 Operations Map

5.1.2 Emergency Call Directory — Eastern Region

5.1.3 Equipment List

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Chapter 14 Other Emergency Response Plans

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Chapter 14.1 Aviation G14.1-1

Chapter 14.2 Washington State Ferries G14.2-1

Washington State Department of Transportation
Sid Morrison
Secretary of Transportation

Aeronautics Division
King County Int'l Airport / Boeing Field
8900 East Marginal Way South
Seattle, WA 98108-4024

(206) 764-4131 / (1-800) 552-3666
Fax (206) 764-4021

WASHINGTON STATE SARDA PLAN

June 1999

WASHINGTON

STATE AND REGIONAL DEFENSE AIRLIFT

PLAN

1. **PURPOSE:** The purpose of the Washington " State and Regional Defense Airlift" (SARDA) Plan is to provide overall policies and guidance for aviation support in a time of emergency conditions. The control and utilization of non-air-carrier aircraft and supporting aviation resources in times of disaster, natural or otherwise, is essential to recovery.

2. DEFINITIONS:

   a. Non-Air-Carrier Aircraft: All aircraft other than air-carrier, including:

      (1) All twin-engine aircraft not owned by air-carriers.
      (2) All turbine powered fixed-wing aircraft under 12,500 pounds gross weight.
      (3) All single-engine fixed wing aircraft not owned by air carriers.
      (4) All rotorcraft not owned by air-carriers.

   b. Air-Carrier Aircraft: All civil aircraft, both fixed and rotary wing, subject to the certification provisions of Part 121 (Domestic Flag and Supplemental Air Carriers and Commercial Operators of Large Aircraft) or Part 135 (Air Taxi Operators and Commercial Operators) of the Federal Aviation Regulations.

   c Allocation: An apportionment of resources to specific users.

   d. Air Navigation Aids (NAVAIDS):

      (1) Federal NAVAIDS: Radio beacons, VOR/DME, VORTAC, TACAN, LORAN, and ILS/MLS stations owned and operated by an agency of the Federal Government such as the FAA, Military services, and the U.S. Coast Guard.
      (2) Non-Federal NAVAIDS: VOR/DME, radio beacons (NDB's), and ILS/MLS stations licensed by the FCC

   e. Air Route Traffic Control Center (ARTCC): A facility established to provide air traffic control service to aircraft operating on an IFR flight plan within controlled airspace and principally during the enroute phase of flight.
   f. Civil Air Patrol (CAP): A non-profit civil corporation, chartered by Congress as a non-combatant civilian auxiliary of the U.S. Air Force, and governed by a national board of senior members, that has volunteered its services to conduct various emergency services.
   g. Communications: The State networks developed to provide functional support for emergency airlift. These systems are expected to provide same type support as an airline communications network. The FAA communications networks will provide the communications necessary for air traffic control services.

h. Control Airport: The primary airport within the State from which control is effected over satellite or smaller SARDA airports.
i. Civil Reserve Air Fleet (CRAF): Pre-selected air carrier aircraft for assignment to the military under emergency conditions. The program makes available commercial airlift resources for both peace time and war time augmentation to military airlift capability.
j. DOD, Department of Defense.
k. DOT, Department of Transportation.
l. DVFR, Defenses Visual Flight Rules. A flight within an ADIZ (Air Defense Identification Zone) conducted under visual flight rules in accordance with Part 99 of the Federal Air Regulations.
m. EPRC, Emergency Resources Planning Committee. This committee is composed of representatives of all industrial and agricultural resources at State or local level, such as power, water, food, heat, light, fuel, transportation, medicine, materials, and communication.
n. ESCAT, Emergency Security Control of Air Traffic. A portion of the Security Control of Air Traffic and Air Navigation Aids (SCATANA) Plan defining the responsibilities of the FAA and appropriate military authorities for the security control of civil and military air traffic during a national security emergency.
o. FAA, Federal Aviation Administration. A modal agency of the Department of Transportation responsible for control of all military and civil air traffic in the U.S.
p. Federal Response Plan (FRP). A Federal plan that establishes the basis for the provision if Federal Assistance to a State and its affected local governments impacted by a catastrophic disaster which exceeds the response capacity of those governments. The FRP provides for a Federal response organized functionally around twelve Emergency Support Functions (ESF)
q. FEMA, Federal Emergency Management Agency. FEMA is the Federal agency responsible for coordinating the Federal response to a catastrophic disaster that is beyond the capability of State and local governments. Federal response is accomplished under the Federal Response Plan, with assistance from all Federal departments and agencies that possess relevant resources and capabilities or that have regulatory oversight of affected facilities, entities, or activities.
r. FSDO, Flight Standards District Office. An office of the Federal Aviation Administration dealing with the inspection and regulation of airman and aircraft.
s. FSS, Flight Service Station/Automated Flight Service Station. Provides pilot briefing, enroute communications, and VFR search and rescue services; assist lost aircraft and aircraft in emergency situations; relay ATC clearances; originate Notices to Airman (NOTAMS); broadcast aviation weather and National Airspace Systems (NAS) information; receive and process IFR flight plans; monitor NAVAIDS.
t. General Aviation Aircraft. All civil aircraft other than those operating under FAR Parts 121 and 135 (air carrier and air taxi operators).
u. IFR, Instrument Flight Rules. Federal Air Regulations that govern the procedure for conducting instrument flight or flights in instrument meteorological conditions.
v. National Defense Emergency: A condition declared by the President or Congress by virtue of powers previously vested in them which authorize certain emergency actions to be undertaken in the national interest. Actions to be taken may include partial or total mobilization of national resources.
w. National Security Emergency. Any occurrence, including natural disaster, military attack, or technological emergency that serious degrades or threatens the national security of the United States.
x. NORAD, North American Aerospace Defense Command.

3. GENERAL:

a. The Washington State Department of Transportation, Aviation Division, an integral part of the Washington State Organization for Emergency Management of Resources, is the responsible SARDA agency. The Aviation Division is responsible for providing direction and assistance in the

managed movement of persons and goods and in the use of special purpose type aircraft in support of National, Regional, State and local essential operations. In addition, the Aviation Division is responsible for the management and control of civil aircraft, other than air-carrier aircraft, available to the State in an emergency.

b. The National program for the management and control of those non-air-carrier resources is called the State and Regional Defense Airlift (SARDA). The Washington State Department of Transportation, Aviation Division is identified as the element of the State emergency organization to carry out SARDA responsibilities within Washington State. Hereinafter, the Washington State Department of Transportation, Aviation Division will be referred to as the "*WASHINGTON SARDA*". The term Director of Aviation, Washington State Department of Transportation, Aviation Division will be referred to as the "*DIRECTOR OF SARDA*".

c. Implementation: The provisions of this Plan will be implemented by the joint, or singular, action of the Federal Aviation Administration (FAA) and the Governor of the State of Washington or, acting in his behalf, the Director of SARDA. The Plan may be implemented in whole, or in part, to fulfill National and State emergency requirements. Implementation of the entire Plan would be undertaken by direction of Federal authority or by the Governor, through the Emergency Management Division, on the basis of a National emergency. In addition, as applicable, certain operational portions of this Plan may be implemented during natural disaster situations, search and rescue (SAR) operations or other type of emergency activities within the State.

d. Authority:

(1) Actions taken by the State of Washington to manage aviation resources are taken pursuant to:

(a) Federal Civil Defense Act of 1950
(b) Federal Aviation Act of 1958 (Section 302 (e))

(c) Revised Code of Washington, Title 38, Chapter 38.52 as amended.

(d)..Revised Code of Washington, Title 47, Chapter 47.68 as amended.

(e) The Governor's Executive Orders contained in the Washington Comprehensive Emergency Management Plan or other applicable documents and orders.(e) The Governor's Executive Orders contained in the Washington Comprehensive Emergency Management Plan or other applicable documents and orders.

2. If the Federal government is not capable of exercising its emergency authority in the State of Washington, the Governor will exercise State authority in the conduct of emergency functions normally carried on by the Federal Government.

4. RESPONSIBILITIES:

a. Federal Government:

(1) The FAA is primarily responsible for planning for the use of non-air-carrier aircraft during a National emergency or disaster. The FAA is to insure that such plans are in consonance with, and responsive to, the needs of other Federal Agency plans in order to

properly satisfy National, State and local requirements to obtain civil aviation logistical support.

(2) The Office of Emergency Planning (OEP), Office of Emergency Transportation, (OET), and Federal Emergency Management Agency (FEMA) have major interests in the disaster preparedness of States and regions of the country.
(3) The Flight Standards District Office (FSDO) in Seattle, Washington, has the primary responsibility for assisting the State of Washington in the development of this and other defense airlift plans.

b. State Government:

(1) Under the provisions of the Transportation Services Section of the Washington State Comprehensive Emergency Management Plan, the management of aviation resources available to the State will be under the direction of the Director of SARDA, who will be responsible to the Governor, through the State Transportation Director, for all transportation actions within the State.
(2) The Director of SARDA shall have overall responsibility for directing emergency management planning and operations involving non-air-carrier aircraft utilized under the authorities outlined in this plan and other appropriate Federal authorities.
(3) Washington SARDA, as part of the State Transportation Organization, is responsible for:

(a). Providing criteria for the establishment and operation of airports. Also establishing the criteria and procedures necessary for the control and management of all aircraft and landing areas within the State, except for military installations.

(b). Assisting in the establishment of a communications network for the dissemination of necessary directives and pertinent information to airports and personnel, and providing for necessary tests of facilities, training of personnel and simulated drills to assure the adequacy of the network to perform the functions intended.

(c) The Director of SARDA will define responsibilities and establish procedures and general instructions for the security control of civil aviation traffic within the State, in cooperation with the FAA and appropriate military services.

(d). Providing, by delegation, appropriate authority to designated personnel to enable enforcement, if necessary, of security measures and other actions to implement this Plan.

(e). Provide Liaison to the Director of Emergency Management of the State of Washington and the military services.

(f). Compiling and maintaining an inventory of non-air-carrier resources, within the State, including airman, aircraft, special airport ground transportation, repair facilities, airports, fixed base operators, executive aircraft, and other aeronautical activities and facilities, together with an indication of the availability, on a voluntary basis, for their participation and support of the State during a declared emergency.

(g). Preparing and maintaining a functional analysis of available passenger and cargo aircraft suitable for special purposes, such as aerial reconnaissance.

(h). Providing information to the Secretary of Transportation, the Flight Standards District Office, and other interested parties.

(i). Issuing appropriate directives and instructions to insure implementation and compliance of this plan.

c. Local Government: Emergency response and disaster relief plans of the State, and its political subdivisions, contain provisions for the conservation and use of transportation services to the localities in the State. These plans also provide for requesting and obtaining State assistance in procuring transportation to meet local shortages of transportation services. Request for air support should initially be placed through the Washington State Emergency Management Division, through the Emergency Coordination Center (ECC).

d. Industry and Individuals: The actual task of providing non-air-carrier airlift support is the responsibility of aircraft owners, operators, airman, and airport managers. It is most desirable that these services be provided by the aviation community on a voluntary basis. However, should it become necessary in time of a disaster the FAA and/or State must be prepared to establish and operate essential non-air-carrier airlift services under direct control. Considering the scope and

location of the disaster it may be necessary for either the FAA or the Director of SARDA to implement temporary flight restrictions.

5. POLICIES AND CONCEPTS:

a. The Washington SARDA Organization must be capable of providing direction and control in an emergency at State and local levels. To assure this, SARDA officials will designate at least two (2) alternates to their respective positions. Each level of the Organization must be capable of functioning independently of higher authority in the event that communications are disrupted or unavailable. For this purpose, well-qualified civil aviation personnel will be designated by the Director of SARDA and will be given appropriate delegation of authority. Each airport, or group of airports, will have a designee appointed who will be given the responsibility for the emergency management of local aviation resources, direction of airlift for survival efforts and operating under the direction of the District SARDA Directors and County Aviation Coordinators. The aviation personnel in each of these areas will look to the designee for guidance and instructions on participation in survival airlift and to obtain appropriate authorizations when it is necessary to operate non-air-carrier aircraft in support of industrial or agricultural efforts.

b. All resources will be controlled only to the degree that the situation requires at all levels of government. At each level of government when air support is assigned a mission, provisions for obtaining appropriate priorities for fuel, manpower, and maintenance must also be established in consonance with the policies of the State Department of Transportation.

c. The primary claimants for utilization of non-air-carrier aircraft in the early stages of an emergency or disaster will probably be State and local Emergency Managers. Requests for these missions will be directed to the State or District Director of SARDA. Initial contact for the Director of SARDA shall be to the Washington State Emergency Management Divisions, Emergency Coordination Center (ECC). The State, District, or County Director of SARDA, as applicable, will be responsible for assuring that these missions are properly executed in full compliance with the rules for security control of air traffic when these rules are activated.

d. It is anticipated in an emergency situation, qualified airman will volunteer their services and owners will volunteer their aircraft in sufficient numbers to fulfill all of the essential missions. Voluntary cooperation is considered most desirable. However, since greater control may be necessary, each level of organization should maintain a current list of all the airman and aircraft available (together with the basic qualifications) and whether voluntary cooperation has been arranged or not. If necessary, under the emergency powers of the Governor and heads of political subdivision, services of individuals and use of equipment may be made mandatory. The initial pool of aircraft and airman should be drawn from those individuals who have completed the Washington State Department of Transportation, Aviation Division, Mission Aircrew Training program. An inventory of airman and aircraft will be periodically updated and made apart of this plan.

e. Civil airman are certified by the Federal Aviation Administration in various categories. The certificate and ratings which these airman have been issued reflect, in general, the level of skill which they have achieved. However, certain allowances must be made on the basis of actual experience. In the pilot category, "Airline Transport Pilot" and Commercial Pilots" are considered professionally qualified. However, many Private Pilots with equivalent flight experience may well be able to perform in the same manner as the Commercial Pilots. Mechanics are basically certified as Airframe and/or Powerplant Mechanics. In addition to these, there are many ratings and other certified airman categories.

f. The training required by all airman to pass certification tests is usually extensive and time-consuming. Therefore, in the event of an emergency every effort will be made to assure that qualified airman are not diverted to satisfy other manpower requirements until the requirements for SARDA are satisfied. In designating SARDA officials through the Organization, precaution will be taken to assure that such personnel are not committed elsewhere, as in the case of military reservists. Precautions will also be taken in the assignment of special-skill personnel who may be pilots and whose services in this skill may be more urgent.

g. The criteria for Control Airports will be as follows:

(1) Adequate telephone service
(2) Suitable office space for keeping records, display maps, status boards, notices, an airport register, and briefing facilities.
(3) Sufficient personnel qualified to administer the normal function of an airport and enforce security measures during an emergency.
(4) Adequate radio receiver facilities to maintain monitoring services.
(5) Adequate facilities, visual or radio, for recalling local aircraft in flight.

h. Priorities: In the allocation and use of aviation services, the following activities will be given priority over all other claims.

(1) Transportation of key government officials to Emergency Coordination Centers (ECC's) as well as necessary law enforcement and military personnel necessary to preserve or restore order.
(2) Emergency flights providing rescue services for human beings first and property second.
(3) Medical evacuation flights by hospitals and air ambulance services, or other civil aircraft providing such services.
(4) Reconnaissance flights and damage assessment flights by official personnel using civil aircraft.
(5) Utility company flights, such as power line patrols, pipe line patrols, and telephone patrols.
(6) News media flights when these can be accommodated without interfering with emergency response operations.
(7) Other civil flights that will not interfere with ongoing emergency operations.

i. Airspace Closure: In times of emergency or disaster conditions it may be necessary to close air space and create "no fly" zones. The Director of SARDA shall notify the FAA Flight Service Station and issue a NOTAM closing the effected airspace. Closure will be in accordance with Federal Air Regulations 91.137

j. Functions: During periods when SARDA is in effect, either for actual operations or exercises, a status board will be created and displayed. The status board will show aviation assets available versus forecast mission activity. If there appears to be an insufficient supply of aviation assets the next level of command in the SARDA organization will be advised. If necessary the Director of SARDA will task the Resource committee with helping solve the problem.

k. Identification cards: All SARDA personnel will be identified either by an "Emergency Worker Card" issued in accordance with R.C.W. 38.52 or by a Search and Rescue Card issued by the Washington State Department of Transportation, Aviation Division.

l. WSDOT, Aviation Division, Mission Aircrew Personnel: To fulfill its responsibility to conduct air search and rescue for missing aircraft in Washington, the WSDOT, Aviation Division recruits and trains a dedicated cadre of mission qualified pilots and observers. To the maximum extent possible this cadre of individuals shall be the primary resource in time of SARDA. These individuals, under the management of the Aviation Division, could be called upon to accomplish the following types of missions:

(1) Aerial surveillance of surface routes and traffic in times of disaster.
(2) Aerial search and rescue operations.
(3) Aerial courier and messenger service.
(4) Transport emergency personnel and supplies.
(5) Aerial reconnaissance for damage assessment, conducted in accordance with procedures and criteria established by the State and appropriate Federal agencies.
(6) Provide communications facilities (fixed, mobile and airborne, utilizing equipment and operators from RACES and/or ARES.

m. Washington State National Guard (Air Section): When directed by the Governor of the State of Washington the National Guard, aviation assets, shall be placed under SARDA control. As a result they may be assigned any missions mentioned in "l" above.

n. Plan documentation: Essential to the proper execution of this plan is the necessary supporting documents. Supporting documentation shall be filed with both the Director of SARDA (WSDOT, Aviation Division) at the WSDOT, Aviation Division office and the State Emergency Management Director at the State ECC These shall include:

(1) Aviation Resources Inventories
(2) Charts, maps, studies, etc.
(3) Pre-Emergency agreements
(4) Standard Operating Procedures for SARDA Operations.
(5) Rosters of key officials, Federal liaison officials and representatives.

o. Forms: All forms required to support the SARDA plan and SARDA operations will be prepared by the Director of SARDA. When a temporary SARDA base is made operational the forms will be part of the support package to be transported to the SARDA Base.

6. **EMERGENCY OPERATIONS**: The following actions are taken, on behalf of the Governor, by the Washington SARDA officials to provide overall policies and guidance applicable throughout the State. This will also insure the effective and continued use of available non-air-carrier aircraft and supporting aviation resources in time of an emergency.

a. Issue SARDA Activation Letter to owners and operators of non-air-carrier aircraft registered in the State of Washington. (See SARDA 1, SARDA Activation Letter).
b. Issue policies and guidance concerning the use of non-air-carrier assets in times of emergency. (See SARDA-2, State SARDA Policy and Guidance)
c. Estimate continuing requirements for aviation resources. (See SARDA-3, Estimate of Continuing Aviation Services Requirements)
d. Estimate continuing capability to meet aviation service requirements (See SARDA-4, Estimate of Continuing Capability to Meet Aviation Service Requirements).

7. ORGANIZATION:
   a. The Washington State SARDA organization is divided into six (6) District Organizations, all having equal responsibility regardless of their geographical areas of coverage. (See enclosure 2 to attachment 1 for geographical boundaries of the Districts>)
   b. The State Director of Aviation (Washington State Department of Transportation, Aviation Division) is the Director of SARDA. He, and his immediate staff, shall operate from the pre-designated State Emergency Coordination Center (ECC).
   c. District SARDA Directors shall be appointed by the Director of SARDA. Where possible, the Managers of the Control Airports shall be appointed as District SARDA Directors and they shall operate from the Control Airport and/or District Emergency Coordination Center (ECC).
   d. County Aviation Coordinators are, in some cases, presently members of County Emergency Management Divisions/Departments. In cases where no Coordinator has been appointed the Director of SARDA will take necessary action, through coordination with the County Emergency Management Director, to assure an appointment is made.
   e. Airport SARDA Coordinators: Where possible, and particularly at the smaller airports, Airport Managers will be designated as the Airport SARDA Coordinator. In larger airports with operating staffs the appointment of Airport SARDA Coordinator may be made from the staff.
   f. In some cases it may be possible for the Manager of a Control Airport to be the District SARDA Director, County Aviation Coordinator, and the Airport SARDA Coordinator. Where possible and to facilitate ease of control of operations such dual assignments will be favorably considered.
   g. The Organizational and Functional Chart for the Washington SARDA Plan is appended as Attachment 1 to this Plan. For the responsibilities of the Washington State SARDA Staff see Enclosure 1 to Attachment 1

8. This plan is issued by the Washington State Department of Transportation, Director of Aviation who is the DIRECTOR OF SARDA. Comments and suggested changes to this plan should be directed to:

   Washington State Department of Transportation
   Aviation Division
   8900 E. Marginal Way S.
   Seattle, WA 98108-4024

   Washington State ONLY Toll Free (800) 552-0666

   All others (206) 764-4131

Fax number: (206) 764-4001

9. **PLAN DISTRIBUTION:** This plan is distributed to the following:

a. Washington State Emergency Management (2 copies)
b. Emergency Management in each Washington County
c. Federal Aviation Administration (ADA-20)
   800 Independence Ave.
   Washington, DC 20591 (5 Copies)

d. Federal Aviation Administration
   Northwest Mountain Region, Operations Center
   1601 Lind Ave.
   Renton, WA 98055-4056

e. NORAD Headquarters
Battle Staff, NBC Branch J3AOC
Suite 101-129, 1 NORAD Road
Cheyenne Mountain AFB, CO 80914-6091

f. Federal Aviation Administration
Northwest Mountain Region, Seattle F.S.D.O.
1601 Lind Ave.
Renton, WA 98055-4056

g. Federal Aviation Administration
Seattle Air Route Traffic Control Center
3101 Auburn Way S.
Auburn, WA 98002

h. Federal Aviation Administration
Seattle Automated Flight Service Station
6526 Ellis Ave.
Seattle, WA 98108

10 ATTACHMENTS:

Attachment 1: Organizational & Functional Chart for Washington SARDA

Enclosure 1: Responsibilities of SARDA Staff

2: SARDA District Enclosure Map

Attachment 2: List of Control and Key Airports by District.

Attachment 3: Full SCATANA & Emergency SCAT Rules

Attachment 4: Communications

Attachment 5: SARDA Forms

Encl. 1 Aircraft Use Authorization Form

Encl. 2 Damage Assessment (Initial)

Encl. 3 Damage Assessment (Follow up)

Encl. 4 Cargo and Passenger Manifest

Encl. 5 Evaluation of Aviation Resources Available

Encl. 6 Summary Estimate of Continuos Aviation Movement Requirements

Encl. 7 Summary of Aviation Movement Requirements for 90 days

Encl . 8 Aviation Movement Requirements

Attachment 6: Aviation Resources Compendium

Not attached to this plan, Compendium is a computer disk, constantly updated, and maintained on file at the SARDA office. An additional copy is maintained by the Washington State Emergency Coordination Center. Hard copies of the resource document are sent out to appropriate SARDA officials, and by reference are made a part of this plan.)

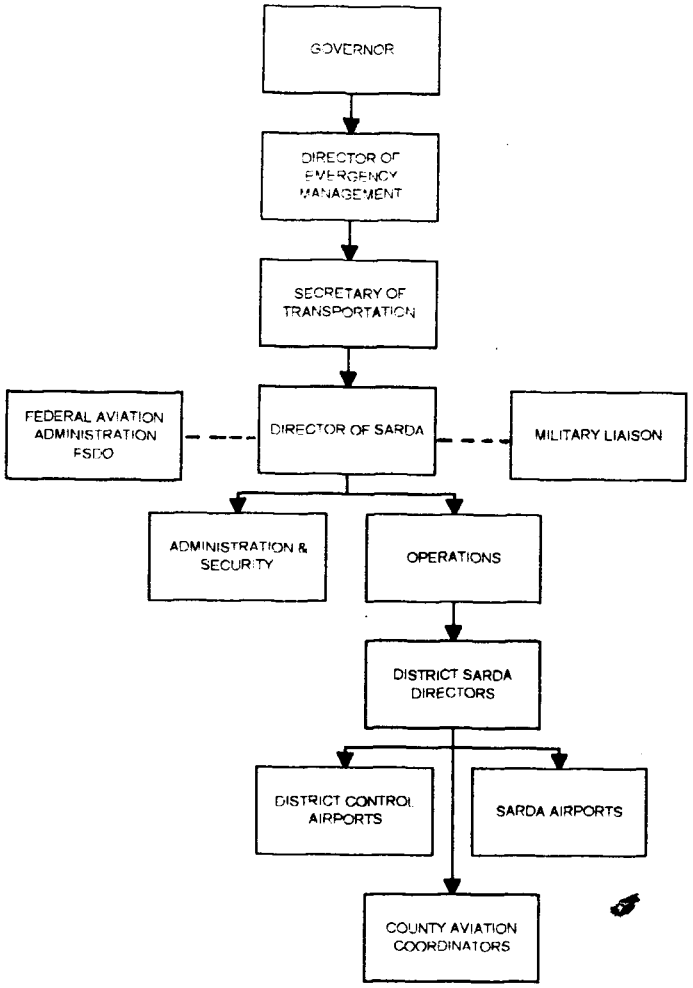
Attachment 7: Dispersal and Assembly of Aircraft

Attachment 8: Emergency Action Documents

SARDA-1 SARDA Activation Letter
SARDA-2 State SARDA Policy & Guidance
SARDA-3 Estimate of Continuing Aviation Services Requirements

File (SARDA)

WASHINGTON STATE SARDA ORGANIZATIONAL & FUNCTIONAL CHART



RESPONSIBILITIES

OF

WASHINGTON STATE SARDA STAFF

1. Director of SARDA:

a. Provide the adequate organization and staffing of SARDA, to include appropriate training to assure proficiency during emergency operations.

b. Assure appropriate liaison with other agencies, Emergency Management, FAA, appropriate military commands and SARDA officers in adjacent States.

c. When required, mobilize SARDA utilizing the most expeditious means of communications.

d. Administer resource management so as to effectively utilize available inventories of aviation resources, especially fuel, oil, and spare parts.

e. Determine resource requirements for continued operation of SARDA by making a constant analysis of existing and expected demands for transportation which, in turn, must be translated into fuel and oil.

f. Assures that tests and exercise are conducted to test all phases of SARDA operations and the management of its resources. In addition, promotes and encourages training by SARDA officials, airmen, and ground support personnel.

g. Appoints District SARDA Directors and, if required, County Aviation Coordinators.

h. Supervises the activities of the State SARDA staff.

2. State SARDA Staff: Individuals assigned responsibilities under the following functional areas will accomplish actions indicated:

a. Administration and Security

(1) Publish and issue necessary documents to activate elements of Washington SARDA.

(2) Provide for the registration of individuals throughout the State who report for duty to perform emergency services.

(3) Provide appropriate authority to designate personnel to enable enforcement, if necessary, of security measures and other actions required to implement this Plan.

(4) Provide for appropriate liaison.

(5) Assist in the establishment of a communications network for dissemination of necessary directives and pertinent information to airports and personnel and provide for necessary tests of facilities, training of personnel and simulated drills to determine the adequacy of the networks to perform the functions which they are engaged.

(6) Assist and advise the State Emergency Management Director in the development or modification of agreements for the use of non-air-carrier aircraft in support of civil emergency disaster response.

(7) Assist SARDA Designees and Emergency Managers in developing plans for the use on non-air-carrier aircraft at District and local levels within the State to support emergency disaster responses.

(8) Assist the State Emergency Management Director in making State financial arrangements for support of post incident or post emergency flight missions.

(9) Coordinate the assistance required by other States, on a Regional basis, as requested by the appropriate Flight Standards District (FSDO) Office.

(10). Perform other functions as directed by the Director of SARDA.

b. Operations:

(1) Specify the duties of the members of Washington SARDA, at State, District, and local levels and of designees assigned emergency responsibilities in SARDA.

(2) Provide the criteria and guidance for the establishment and operations of control airports and methods of securing and controlling the operation of aircraft from all landing areas within the State, except military installations.

(3) Define authority and establish procedures for the security control of civil air traffic within the State, in cooperation with the FAA and appropriate military services.

(4) Provide at all Control Airports within the State for the appropriate registration of all aircraft, maintenance of suitable charts, directories and other data to assure proper pilot and/or flight crew briefings regarding the operations of aircraft under security restrictions.

(5) Provide for the delegation of authority, to District and local levels, to carry out post incident and post emergency operational missions as requested by appropriate authorities during "cutoff: situations.

(6). Estimate quantities of aviation resources required to maintain essential aviation services and, where required, submit claims for supporting resources to appropriate State Resource Management Organizations.

(7). Periodically arrange for direct test exercises in conjunction with State Emergency Management, FEMA, FAA, or military organizations. Arrange for and conduct the training of aviation personnel required to perform civil defense and emergency disaster missions. Provide guidance for the conduct of training of personnel for performing emergency/disaster mission in coordination with the Director Washington State Emergency Management Division.

(8) Develop in coordination with the Director Washington State Emergency Management Division, guidance material to be used by non-air-carrier aircraft in developing Standing Operating Procedures (SOP)

(9) Prepare to carry out post incident and post disaster relief missions as required by the Director Washington State Emergency Management Division.

(10) Perform other functions as directed by the Director of SARDA.

c. Capabilities and Damage Assessment:

(1) Maintain records of all SARDA aviation resources within the State, including airmen, aircraft, repair facilities, airports, fixed base operators, executive aircraft and other aeronautical activities and facilities, together with an indication of the availability, on a voluntary basis, for participation in support of the State or National interests during an emergency.

(2) Predetermine priorities and allocations for the use of aviation services and modify these as necessary to meet the essential actual requirements for the existing situation. Assign, or delegate the assignment, of aviation services to approved claimants on the basis of current priorities.

(3) Obtain estimates of surviving aviation resources within the State and develop. and maintain a supply-demand situation report.

(4) Advise the Director of SARDA and State Secretary of Transportation of the capability of remaining resources to perform aviation services in response to essential requirements.

(5) Prepare and maintain current a functional analysis of available passenger and cargo airlift and aircraft suitable for special purposes such as reconnaissance missions. Provide this information to appropriate agencies, including the State ECC, FEMA, military, and FAA.

(6) Provide for the utilization of those available resources required for the operation and control of aircraft flying emergency response missions.

(7) Perform other functions as directed by the Director of SARDA.

3. <u>District SARDA Directors:</u>

a. Responsible to the Director of SARDA for all SARDA activities within the District.

b. Supervise the SARDA activities of the County Aviation Coordinators.

c. Prepare and maintain current appropriate alert notifications lists to assure the expeditious transmission of the SARDA Activation Order. This list will include the County Aviation

Coordinators, SARDA Coordinators at airports, Airport Manager of the Control Airport and appropriate FAA representatives.

d. Recommend to the Director of SARDA selected individuals for appointment to the position of SARDA Coordinators at the airports within the District.

e. Make appropriate arrangements with the Airport Manager of the Control Airport for adequate space and facilities to be used as the District SARDA Operations Office, giving special consideration to the following:

(1) Adequate office space for administration and files.

(2) Accessibility to the flight line.

(3) Adequate briefing facilities for weather, military, Security Control of Air Traffic and Air Navigation Aids (SCATANA), routes, missions, etc.

(4) Communications with:

(a) Seattle Air Route Traffic Control Center (for filing flight plans.

(b) Director of SARDA, at the State Emergency Coordination Center.

(c) County Emergency Coordination Centers.

(d) Local airports within the district.

(6) Adequate storage facilities, until implementation of the SARDA Plan, for equipment, record forms, aeronautical charts, overlays, maps, status boards, etc.

g. Take appropriate actions to implement full SCATANA and emergency SCAT rules, to include notification of the district Control Airport, County Aviation Coordinators and other airports within the District.

h. Comply and submit to the State SARDA Director, Damage Assessment Reports of Aviation Resources (See Enclosures 2 & 3, Attachment 6).

i. Assist the Control Airport Manager in:

(1) Developing and implementing the Airport Disaster Control Plan to assure adequate converge of items important to successful SARDA operations such as shelter provisions, security measures, etc.

(2) Preparing an initial damage assessment report in accordance with established reporting procedures outlined in the Plan.

j. Issue mission assignments to the Control Airport and those local airports have the capability to accomplish assigned missions. (NOTE: All assignments will be made only upon receipt of a request from a proper claimant with the proper priority of missions. Criteria for determining priorities will be provided to County Aviation Coordinators and Airport SARDA Coordinators.)

k. Assure that no flights with the District are made without an FAA approved Flight Plan.

l. Coordinate with Emergency Management Agencies in the district, particularly if the reason for SARDA is an enemy attack. This will insure proper and coordinated transportation resources supplied to the appropriate claimant.

m. Assure that County Aviation Coordinators and Airport SARDA Coordinators are familiar with the contents of this plan.

n. Based on policies and guidance provided by the Director of SARDA, exercise appropriate authority to determine priorities among claimants for aviation resources. In conflicting circumstances, where a decision is questioned or challenged, make referrals to the Director of SARDA and the State Resource Priorities Board for adjudication.

o. Promote and encourage participation in training by both SARDA Organization officials and airmen and ground support personnel. Such training should include:

(1) Indoctrination in policies and operation of SARDA and SCATANA.

(2) Personal and family survival techniques.

(3) Emergency skills, such as first aid, medical self help, fire-fighting, debris clearing, etc.

(4) Practical field exercises applying the classroom knowledge learned in the skills listed in (3).

(5). Participate in tests and exercises to determine the adequacy of preparedness plans.

p. Assure that claims are submitted for resource shortages to the appropriate resource agencies.

q. Organize SARDA aircraft and airmen in the District under two (2) categories:

(1) Trained emergency responders. Those having completed the Washington State Department of Transportation, Aviation Divisions, mission aircrew training program.

(2) Reserve pool (individuals and aircraft not currently registered as "mission aircrew" with WSDOT, Aviation Division.)

r. Provide for the registration of all "arrivals" and "departures" of aircraft engaged in SARDA operations. (Note: This should be accomplished on the SARDA Airport Register Form contained in Attachment 6 to this plan. However if form is not available record information any way you can.)

s. Perform other functions as directed by the Director of SARDA.

4. County Aviation Coordinators:

a. Function in the "chain of command" between the District SARDA Director and local Airport SARDA Coordinators.

b. Assure that all SARDA personnel within the County have identification cards (WSDOT SAR Cards or Emergency Worker Cards issued by the County).

c. Coordinate claims for resources submitted by airports within the County and, if local resources cannot support such claims, submit them to the District SARDA Director for necessary action.

d. Comply and submit to the District SARDA Director Damage Assessment Reports of Aviation Resources. (See Enclosure 2 & 3, Attachment 6.)

e. Operate from the County Emergency Coordination Center and assure that appropriate communications

between the County ECC and airports within the County are available.

f. Make assignment of missions only after notification that a full SCATANA has been lifted. Missions are to be assigned in accordance with established priority lists.

g. Assure that no flights are permitted without an approved FAA Flight Plan.

h. Perform other functions as directed by the District SARDA Director.

5. Airport SARDA Coordinators:

a. Comply with directives and policies issued by the Director of SARDA, District SARDA Director and County Aviation Coordinator.

b. Assure that eligible personnel have proper Washington State Department of Transportation, Aviation Division SAR Cards or Emergency Worker Cards issued by the County.

c. Establish procedures for alerting local pilots and ground support personnel in event the SARDA Activation order is received.

d. Assist the airport manager, where applicable, in writing the Airport Disaster Control Plan.

e. Become familiar with rules applying to SCATANA and existing priorities so that missions may be assigned accordingly.

f. Assure that all flights taking off have an FAA approved Flight Plan, regardless of how urgent the situation or mission might be.

g. Upon receipt of an "Implement Full SCATANA" message, assist in the recall and grounding of aircraft. (See Attachment 4 - SCATANA).

h. Be prepared to make or assist in making, a damage assessment of the local airport and submit reports to the County Aviation Coordinator.

i. Assure that the SARDA operations office is located in a protected facility and that ample space is available for briefings, storage or equipment, forms etc.

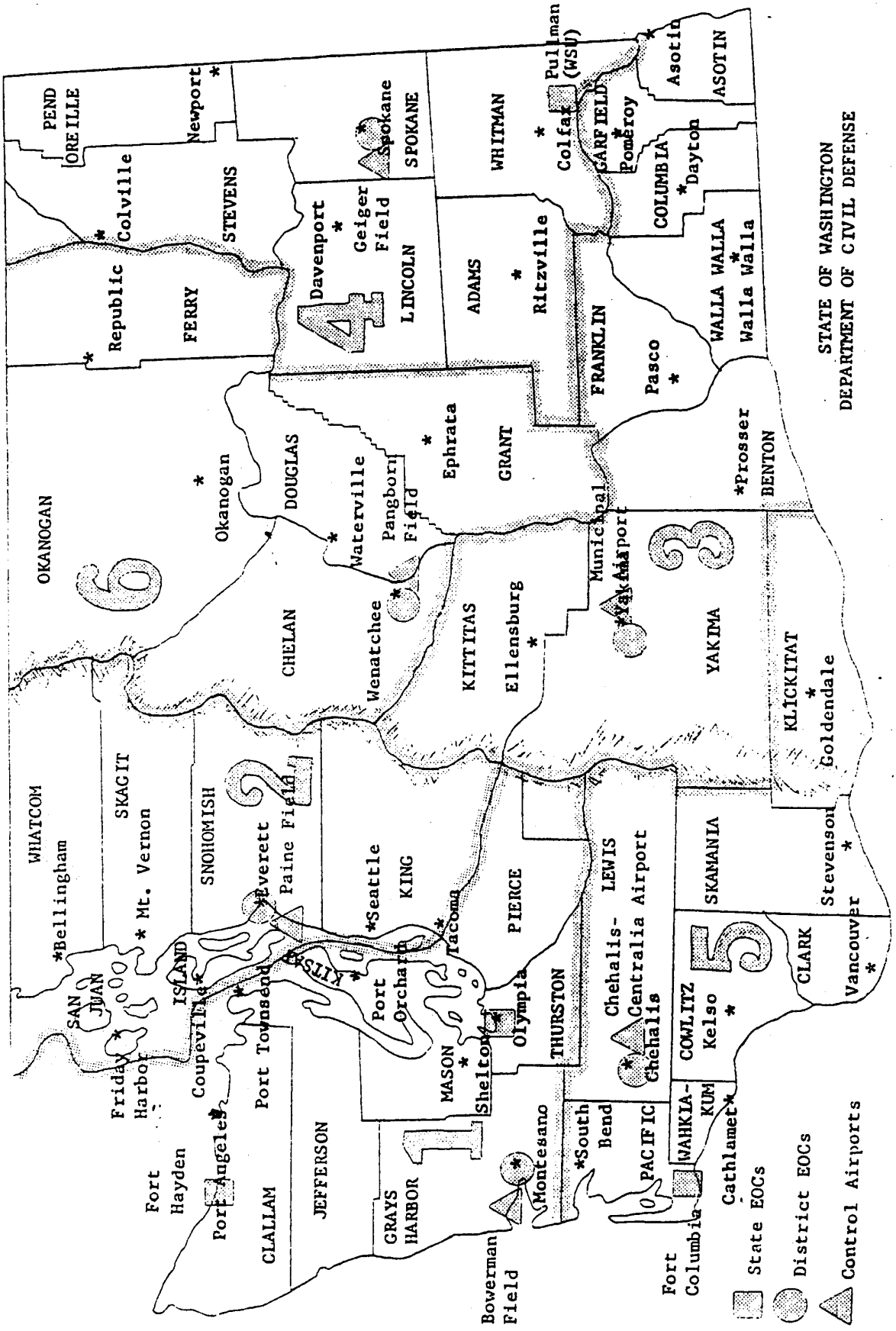
j. Submit claims for resources in short supply to the County Aviation Coordinator.

k. Make provision for registering all aircraft "arrivals" and "departures" engaged in SARDA operations. (See Enclosure 5, Attachment 6.)

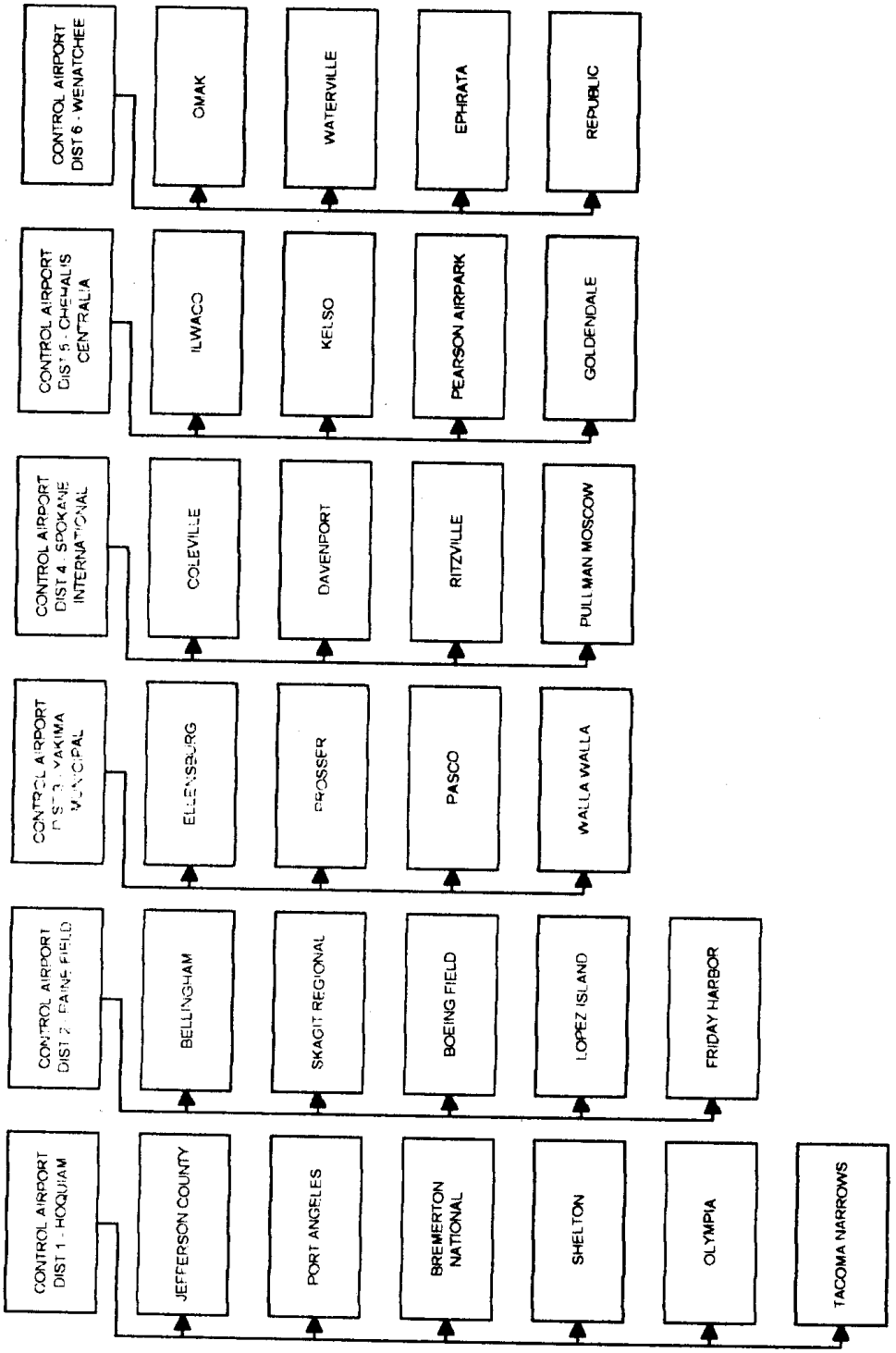
l. Exercise appropriate authority to determine priorities among claimants for aviation resources. In conflicting circumstances, where a decision is questioned or challenged, make referrals to the County Aviation Coordinator and/or District SARDA Director for resolution.

m. Perform other functions as directed by higher SARDA authorities.

File (ENCL1)


STATE OF WASHINGTON
DEPARTMENT OF CIVIL DEFENSE
PEND OREILLE
Newport
Colville
Republic
STEVENS
FERRY
Spokane
SPOKANE
Davenport
Geiger Field
LINCOLN
WHITMAN
Pullman (WSU)
Colfax
GARFIELD
Pomeroy
Asotin
ASOTIN
COLUMBIA
Dayton
ADAMS
Ritzville
FRANKLIN
Pasco
WALLA WALLA
Walla Walla
OKANOGAN
Okanogan
DOUGLAS
Waterville
Pangborn Field
Ephrata
GRANT
Municipal Airport
Yakima Air Terminal
*Prosser
BENTON
CHELAN
Wenatchee
KITTITAS
Ellensburg
YAKIMA
KLICKITAT
Goldendale
WHATCOM
*Bellingham
SKAGIT
* Mt. Vernon
SNOHOMISH
*Everett
Paine Field
*Seattle
KING
*Tacoma
PIERCE
LEWIS
Chehalis-Centralia Airport
Chehalis
SKAMANIA
Stevenson
SAN JUAN ISLAND
Friday Harbor
Coupeville
Port Townsend
KITSAP
Port Orchard
MASON
Shelton
Olympia
THURSTON
COWLITZ
Kelso
CLARK
Vancouver
Fort Hayden
Port Angeles
CLALLAM
JEFFERSON
GRAYS HARBOR
Montesano
*South Bend
PACIFIC
WAHKIAKUM
Cathlamet
Bowerman Field
Fort Columbia
State EOCs
District EOCs
Control Airports

WASHINGTON STATE SARDA PLAN



FULL SCATANA AND EMERGENCY SCAT RULES
(Security Control of Air Traffic and Air Navigation Aids)

1. SCATANA messages will normally be received at each SARDA Control Airport via the FAA Communications net. Upon receipt of such messages, the following items will be accomplished:

a. The District SARDA Director, at the Control Airport, will relay such messages to the SARDA Coordinators of local airports within their respective SARDA Districts by any means possible.

b. On their respective airports, Airport Coordinators will help activate "recall" signals of VFR traffic.

c. Airports equipped with UNICOM transmitters will broadcast the SCATANA NOTAM on the Common Traffic Advisory Frequency (CTAF).

d. Aircraft preparing to depart will be held until "TERMINATE FULL SCATANA" or Air Traffic Control (ATC) approval is received under emergency SCAT rules.

e. At airports where there is not an FAA communications facility, the local airport SARDA Coordinator will arrange with his SARDA Control Airport as to home, business and emergency telephone numbers where he can be reached for relay of messages.

2. In the event of an air defense emergency NORAD will issue the following instructions to the appropriate FAA ARTCC facility: 'IMPLEMENT FULL SCATANA" or "TERMINATE FULL SCATANA" or "APPLY EMERGENCY SCAT RULES". These three messages are describe below:

a. IMPLEMENT FULL SCATANA: All airports will be notified as previously outlined. A broadcast will be make by designated stations three (3) times as two (2) minute intervals, on all available frequencies. General, broadcasts will state: Air Defense instructions. Full SCATANA has been implemented. All aircraft not on ATC clearance descend immediately to minimum safe altitudes and land as soon as possible at nearest available airport. " Aircraft on ATC clearance stand by for further clearance". (NOTE: This directive will entail the grounding and/or diversion of air traffic and the shutting down of navigational aids and aeronautical communications. This action will normally be taken when enemy aircraft are detected

enroute to the U.S. or have penetrated the Air Defense system.

b. TERMINATE FULL SCATANA: Under this condition, the extreme restrictions imposed under "FULL SCATANA" will terminate. This action will normally be taken by the military when an attack phase is considered over and the resumption of operations is authorized under the emergency SCAT rules. Also the appropriate nav-aids and aeronautical communications will be notified when authorized to resume operation.

c. APPLY EMERGENCY SCAT RULES: SARDA operations can be conducted within certain limitations made necessary by the military situation. Emergency SCAT rules will automatically be in effect for the duration of Air Defense Emergency, regardless of the changing requirements when 'FULL SCATANA" is implemented or terminated. This will include as necessary:

(1) Routing restrictions on flights entering any portion of an Air Defense Identification Zone (ADIZ).

(2) Limitations of air traffic in any portion of the ADIZ.

(3) Altitude limitations on DVFR or VFR operations within the Continental U.Ss. or any other special instructions required by the immediate military situation.

ATCH3

COMMUNICATIONS

1. Communications will be a vital factor in the conduct of SARDA operations and therefore should be protected against abuses such as unnecessary or unduly long messages or conversations.

2. The principal means of communication will be:

   a. The FAA communications system (Flight Plans Only)

   b. Low band, VHF, HF, UHF or 800 MHz radios supplied by amateur operators and volunteers

   c. Commercial Telephone, including cellular phones.

   d. Courier aircraft, UNICOM, etc.

File (ATCH4)

SARDA FORMS

Enclosure 1:	Aircraft Use Authorization Form
Enclosure 2:	Damage Assessment Form (Initial Report)
Enclosure 3:	Damage Assessment Form (Follow Up Report)
Enclosure 4:	Cargo and Passenger Manifest Form
ENCLOSURE 5	Evaluation Report of Aviation Resources Available
Enclosure 6	Summary Estimate of Continuos Aviation Movement Requirements for 90 days.
Enclosure 7	Summary Estimate of Aviation Movement Requirements for 90 Days.
Enclosure 8	Aviation Movement Requirements

File (ATCH5)

WASHINGTON STATE SARDA
AIRCRAFT USE AUTHORIZATION

CLAIMANT	DATE	MISSION NUMBER

PROCUREMENT AUTHORITY

LOCAL REGIONAL FUEL AUTHORITY

STATE NATIONAL

DESCRIPTION OF AIRCRAFT USE AND FLIGHT PLAN

_____VFR _____IFR	AIRCRAFT IDENTIFICATION	AIRCRAFT TYPE	TRUE AIRSPEED	DEPARTURE TIME	
				PROPOSED	ACTUAL

INITIAL CRUSING ALTITUDE	POINT. OF DEPARTURE	ROUTE OF FLIGHT

DESTINATION AIRPORT & CITY	ESTIMATED TIME EN ROUTE		FUEL ON BOARD		ALTERNATE AIRPORT
	HOURS	MINUTES	HOURS	MINUTES	

REMARKS:

PILOTS NAME	ADDRESS	NUMBER ON BOARD

COLOR OF AIRCRAFT	PURPOSE OF FLIGHT

AIRCRAFT USE AUTHORIZED BY PRINT NAME OF SARDA REPRESENTATIVE	SIGNATURE SARDA REPRESENTATIVE

TO BE FILLED IN AFTER COMPLETION OF SARDA FLIGHT

TOTAL FLIGHT TIME	PILOTS SIGNAUTE

SARDA 1 (JAN 9, 1995)

WASHINGTON STATE SARDA

DAMAGE ASSESSMENT (INITIAL REPORT)

A. AIRPORT NAME	B. DATE	C. TIME	D. RADIATION LEVEL

E. AIRPORT CONDITION OPERATIONAL

___YES ___ NO

F. USABLE RUNWAYS OR LANDING AREAS

SOD AREAS

G. FLYABLE AIRCRAFT

___ S.E.L.
___ S.E.S.
___OTHER

DECONTAMINATION NECESSARY: ___YES ___NO

___ MULTI ENG. LAND
___ MULTI ENG SEA

___4 ENG
___ROTARY

H. FUEL AND OIL

___80/87
___ JET FUEL

___100/130
___ LUBES

___ENGINE OIL

I. COMMUNICATIONS

(CHECK ONLY IF OPERATIONAL)

___TELEPHONE
___ UNICOM
___ OTHERS (PLEASE EXPLAIN)

___ FSS
___TOWER

J. MAINTENANCE BASES AND/OR REPAIR STATIONS (LIST BY NAME IF OPERATIONAL)

_____ _____
_____ _____
_____ _____

K. PERSONNEL AVAIL (CHECK ONLY IF PHYSICALLY ABLE TO WORK NEXT FEW DAYS)

___AIRPORT MANAGER
___SARDA OFFICIALS
___COMMUNICATORS

___PILOTS
___MECHANICS
___GROUND CREW

SARDA 2 (JAN 9, 1995)

WASHINGTON STATE SARDA
DAMAGE ASSESSMENT (FOLLOW UP)

A. AIRPORT NAME	B. DATE	C. TIME

DAMAGE AREAS SURVEYED	AVERAGE RADIATION LEVEL IN EACH AREA	EXTENT OF DAMAGE	ESTIMATED TIME TO REPAIR OR REPLACE
AIRPORT			
D. RUNWAYS OR LANDING AREAS			
E. LANDING AIDS			
F. REFUELING FACILITIES			
G. HANGARS			
H. FIXED BASE OPERATORS			
I. SARDA OPERATIONS OFFICE			
J. OTHER FACILITIES			
COMMUNICATIONS			
K. TELEPHONE SERVICE			
L. UNICOM			
M. FAA COMMUNICATIONS			
N. TOWER			
O. OTHERS			

PERSONNEL	NO EFFECTS	RADIATION	INJURED	DEATHS
P. AIRPORT MANAGER				
Q. SARDA OFFICIALS				
R. PILOTS				
S. MECHANICS				
T. GROUND CREW				
U. COMMUNICATORS				
V. OTHERS				

REMARKS:

AIRPORT MANAGERS SIGNATURE

SARDA FORM 3 (JAN 9, 1994)

WASHINGTON STATE SARDA
PASSENGER AND CARGO MANIFEST

ORIGIN	DESTINATION	MANIFEST NUMBER	AIRCRAFT NO

MANIFEST

PASSENGERS		CARGO		
NAME (LAST, FIRST, M.I.)	WEIGHT	PIECES	WEIGHT	GENERAL DESCRIPTION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
TOTALS PASSENGERS AND CARGO				

REMARKS;

DATE:	MANIFEST PREPARED BY: (PRINT)	SIGNATURE

SARDA FORM 4 (JAN 9, 1995)

WASHINGTON STATE SARDA
EVALUATION REPORT OF AVIATION RESOURCES AVAILABLE

A. DATE	B. TIME	C. NAME OF AIRPORT/CITY

D. OPERATIONAL STAUTS: _____GOOD _____FAIR _____POOR

E. AIRCRAFT AVAILABILITY

FIXED WING SINGLE ENGINE_____ FIXED WING SEA_____
FIXED WING AMPHIBIOUS_____ ROTARY WING_____

F. FUEL AND MAINTENANCE AVAILABLE (QUANITY)

1. AVIATION FUEL (80/87)_____
2. AVIATION FUEL (100)_____
3. AVIATION FUEL (JET A)_____
4. AIRCRAFT OIL_____
5. AIRCRAFT REPAIR SUPPLIERS & PARTS_____ADEQUATE _____INADEQUATE
6. MISCELLANEOUS SUPPLIES_____ADEQUATE _____INADEQUATE

G. PERSONNEL STATUS

1. PILOTS AVAILABLE_____ IS THIS _____ADEQUATE _____INADEQUATE
2. OBSERVERS AVAILABLE_____ IS THIS _____ADEQUATE _____INADEQUATE
3. MECHANICS AVAILABLE_____ IS THIS _____ADEQUATE _____INADEQUATE
4. OPERATIONS PERSONNEL_____ IS THIS _____ADEQUATE _____INADEQUATE

H. COMMUNICATIONS

TELEPHONE COMMUNICATIONS: _____OPERATIONAL _____MARGINAL _____INOPERATIONAL

I. RADIO COMMUNICATIONS

RADIO COMMUNICATIONS: _____OPERATIONAL _____MARGINAL _____INOPERATIONAL

J. PROBLEMS THAT NEED OUTSIDE RESOLUTION:

K.
REMARKS:_____

SARDA FORM 5 (JAN 9, 1995)

WASHINGTON STATE SARDA
SUMMARY ESTIMATE OF CONTINOUS AVIATION MOVEMENT
REQUIREMENTS FOR 90 DAYS COMMENCING _____

CATEGOIRES OF SERVICE	PASSENGER MILES	TON MILES
CIVILIAN 90 DAYS		
FIRST 30 DAYS		
NEXT 60 DAYS		
MILITARY 90 DAYS		
FIRST 30 DAYS		
NEXT 60 DAYS		

REMARKS;

FORM PREPARED BY:

NAME (PLEASE PRINT) ORGANIZATION/AGENCY DATE

SARDA FORM 6 (JAN 9, 1995)

WASHINGTON STATE SARDA
SUMMARY ESTIMATE OF AVIATION MOVEMENT REQUIREMENTS
FOR 90 DAY PERIOD COMMENCING_____

NOTE: PM = PASSENGER MILES AND TN = TON MILES

FROM	TO		
	METRO AREA PM TM	RURAL PM TM	TOTAL OUTGOING PM TM
METRO			
RURAL			
TOTAL INCOMING			

REMARKS:

FORM PREPARED BY:

NAME (PLEASE PRINT) ORGANIZATION/AGENCY DATE

SARDA FORM 7 (JAN 9, 1995)

WASHINGTON STATE SARDA
AVIATION MOVEMENT REQUIREMENTS

TIME PHASE: CIVIL MILITARY

DATE:

CATEGORY OF PASSENGERS OR FREIGHT

PASSENGERS: PASSENGER MILES REQUIRED:

CARGO: TON MILES:

NOTE: PM = PASSENGER MILES AND TM = TON MILES

FROM / TO

	METRO AREA PM	METRO AREA TM	RURAL PM	RURAL TM	TOTAL OUTGOING PM	TOTAL OUTGOING TM
METRO AREA						
RURAL						
TOTAL INCOMING						

REMARKS:

FORM PREPARED BY:

NAME (PLEASE PRINT) ORGANIZATION/AGENCY DATE

SARDA FORM 8 (JAN 9, 1995)

DISPERSAL AND ASSEMBLY OF AIRCRAFT

1. Dispersal

a. Dispersal is the planned flight of aircraft from one area to another when advanced warning of impending danger is sufficient to make an orderly movement of aircraft out of a potential danger area. Such might be the case in the event of storm warnings, floods, etc. In these cases, the affected area is usually limited and aircraft can be dispersed to airports that are out of the path of danger.

b. In case of danger from a threatened attack by other powers dispersal plans would be dependent upon the type and intensity of the expected attack. Common sense and military directions will dictate attack plan dispersal.

2. Assembly

a. In case of natural disasters or other emergencies, but not including a nuclear war, aircraft may be assembled at any desirable point or points. The SARDA Organization, whole or in part, may be activated to provide air support to emergency management organizations in the affected areas.

b. In the post attack period of a nuclear attack, the assembly or mobilization of aircraft and airmen at key points would be complicated. For example in areas where fallout is the major effect, decontaminating of equipment and facilities will probably be necessary before any flying operations can begin. Also, advance preparation would have to be make to provide food and lodging and other services required for the additional aircraft and personnel.

File (ATCH7)

EMERGENCY ACTION DOCUMENTS

SARDA-1 **SARDA Activation Letter**

SARDA-2 **State SARDA Policy & Guidance**

SARDA-3 **.Estimate of Continuing Aviation Services Requirements**

SARDA-4 **Estimate of Continuing Capability to Meet Aviation Service Requirements**

File (ATCH8)

(SARDA-1) SARDA ACTIVATION LETTER

DATE:

FROM: The Washington State Director of SARDA

TO: Owners and Operators of Non-Air-Carrier Aircraft Registered in the State of Washington

1. Notice is hereby given by the undersigned that pursuant to the authority vested in the Washington State Department of Transportation, Aviation Division by the Governor of this State, to make the most effective use of non-air-carrier aircraft within the State, and to meet the needs of the State for essential aviation services during the present emergency, all non-air-carrier aircraft are herein mobilized for use until further notice.

2. All non-air-carrier aircraft owners and operators will report to the SARDA Representative at the nearest airport or by the fastest means of communication, including: The present location of their aircraft, its permanent home base, availability of flight and maintenance crews, and the state of readiness of the aircraft for use.

3. All civil airman not assigned to aviation services in support of Federally designated and controlled air operations (CRAF, WASP) will report to the SARDA Representative at the nearest airport or by the fastest means of communication, including; Name, airman certificate, ratings, current qualifications, present locations and availability for immediate duty.

_____ _____

DATE SIGNATURE DIRECTOR OF SARDA

File (SARDA1)

SARDA-2 STATE SARDA POLICY AND GUIDANCE

FROM: Washington State Director of SARDA

TO: Heads of Political Subdivisions

1. Guidance for Local Governments: It is essential that aviation resources available for use in this State be carefully conserved and restricted to immediate and urgent uses for local, State and Federal survival and recovery. Until the Continuing aviation capability can be assessed no attempt should be made to utilize aviation assets without the Director of SARDA's authorization. As soon as this assessment and evaluation of needs can be completed aviation assets will be released for less essential needs.

2. In the event aviation services are not adequate to meet all essential needs, local governments are requested to reduce authorized local uses. Concurrently, they should report shortages of service and request appropriate officials of State Government to take actions to increase aviation services to the local jurisdiction.

_____ _____

DATE DIRECTOR OF SARDA

File (SARDA2)

SARDA-3 Estimate of Continuing Aviation Services Requirements

1. SARDA Form 6. attached to this emergency action document, contains requirements data on aviation services which will be required in this State for a 90 day period commencing_____. The requirements stated include freight and passenger movements for which aviation services will be provided based on authorized transportation requests from essential users and essential facilities.

2. The purpose of these State requirements-for-movement estimates is to determine and anticipate the ton miles and passenger miles of service needed and to furnish aviation services to meet the shortages of local services.

3. Definitions:

a. Civilian Requirements: All needed movement to carry on emergency and disaster relief operations and to maintain essential local activities. (These civilian requirement estimates are provided by appropriate Emergency Management Officials.

b. Military Requirements: The movement requirements need to carry on military activities and to maintain and operate military installations. (These military movement estimates are provided by appropriate military officials.)

c. Resource Support Requirements: The transportation movement requirements needed to maintain operation of essential facilities under the cognizance of Federal and State resource organizations function in the State. (These support resources movement requirements are provided by appropriate State Resource Organizations.)

4. The steps to be taken in arriving at an estimate of continuing transportation movement requirements are as follows:

a. Determine the origin and destination of the traffic flow.

b. Measure the mileage between the metropolitan areas, using basing points located as near the center of traffic origin or destination in each area.

c. Determine ton mile and passenger mile movement requirements:

(1) Between metropolitan areas inside the State

(2) Between origin and destination points into and out of the State

(3) Between points in rural areas of the State.

d. Determine equipment needed.

e. Determine resources needed to support operations

5. Following are the general categories of personnel and cargo to be included where appropriate:

a. Passengers: Persons to be moved, including totals of those moving as individuals and groups.

b. General Cargo: Any of the various goods and items hauled in usual lots or containers, such as boxes, crates, bales, bags, barrels, and which do not require special handling which would necessitate its being reported under of the other categories.

c. Perishable Cargo: The cargo requiring refrigeration or other temperature control or special protection from the elements to prevent deterioration or loss. Freeze cargo will be reported separately from chill cargo.

d. Explosives and Dangerous Cargo: Those cargoes, such as ammunition and explosives, which because of the hazards involved in their handling and shipment, require specialized and isolated loading and storage.

e. Bulk Dry Cargo: Unpackaged dry grain, minerals, ores, and lumber which is to be loaded and transported in its "natural" bulk state. Edible products will not be grouped with inedible.

f. Bulk Liquid Cargo: Petroleum products and other unpackaged liquids which are to be loaded and transported in bulk. Acids, chemicals, and other products requiring special care or conveyance should be separately listed. Edible oils and milk will be in separate listings from mineral products.

g. Outsize Cargo: That cargo which, because of its bulky size, weight and shape or handling characteristics, requires special loading, bracing and transport. Any items that exceed legal dimensions or weight.

6. Information which is not reportable under the above format, such as special routings or diversions and prospective abandonment, will be explained in footnotes or covering summary material.

Enclosures:

SARDA Form 6 - Summary Estimate of Continuing Aviation Movement Requirements for 90 day period.

SARDA Form 7 - Summary Estimate of Aviation Movement Requirements for 90 day period.

SARDA Form 8 - Aviation Movement Requirements

File (SARDA3)

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P65:DP/DP

Foreword

The WSF Emergency Management Plan and its Supplemental Procedures achieve two fundamental objectives. First is to provide employees of Washington State Ferries with policy, concepts, and procedural information relative to managing various types of emergency situations that may arise, both ashore and afloat. Second; it is the WSF section (G14.2) of the Washington State Department of Transportation (WSDOT) *Disaster Plan* (M54-11). As such, this manual becomes an integral part of the State of Washington Comprehensive Emergency Management Plan.

All employees ashore and afloat shall become familiar with the contents of this plan and the supplemental procedures. Periodic review and discussion of this plan by supervisory and subordinate employees is requisite to effective emergency preparedness and to our continual improvement of emergency response capabilities.

Changes to this plan will be required as better or more efficient methods are developed to manage emergency situations and/or when there are changes in personnel or equipment. The WSF Emergency Management Coordinator shall be responsible for distribution control of the plan and for change process management. Plan holders shall be responsible for keeping current all copies under their cognizance. Recommendations for change to the plan shall be submitted in writing to the Emergency Management Coordinator.

This Plan shall be effective upon receipt and supersedes the Emergency Management Plan with Change 1 dated February 7, 1990.

Record of Changes

Change Number	Effective Date	Subject	Entered Date	Initials

Change Recommendation

Employees of Washington State Ferries are invited to submit recommendations for change to this plan and or its supplemental procedures. Please submit recommendations in writing to the Operations Center attention Manager, Marine Operations. This page should be used as the basic format and cover page for recommended improvements.

Employee Name: _____ Date: _____

Employee Position: _____ Crew: _____

Publications Date / Draft Date of your copy: _____

Page Number of the text you are recommending to change: _____

Section/Paragraph/ Procedure to be changed:

_____

_____

_____

_____

Reason for the change:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Recommended Change:

Signature : _____

Optional

Do you want a reply on the action taken for your recommendation? YES
NO

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Yakima Engineroom (without Supplement 1)	1
Washington State Patrol Headquarters Unit (with Supplement 1)	10

1. Introduction

1.1 Mission Statement

Washington State Ferries (WSF) operates a growing fleet of motor vessels from twenty terminal facilities. We are in business to provide marine mass transportation linkages for people and goods throughout the greater Puget Sound Region and Vancouver Island. Our priority commitment is to provide a safe environment for both customers and employees. In normal day-to-day operations we achieve that commitment through effective training, compliance with sound policy, and use of operational procedures designed to prevent accidents.

1.2 Background

A WSF emergency is any situation that will jeopardize the safety of the public or our employees, pose a risk of damage to property or to the marine environment, or disrupt our capability to perform service operations and support functions. The majority of emergency situations may be limited to a single vessel, terminal, or support complex, and affect the safety of only a few people. These emergencies can and will be routinely handled by employees at the scene with necessary assistance and coordination provided by the WSF Operations Center, Washington State Patrol, and local area police, fire, and medical aid units. However, when an extraordinary disaster occurs the lives and safety of many people may be at risk. Such an emergency requires the response of all WSF departments, and the coordination of our resources and actions with emergency managers and units from responding cities and counties, and other state and federal government agencies particularly the U.S. Coast Guard.

Some emergency situations in the Puget Sound area may not pose a direct risk to Washington State Ferries, but may require the involvement of WSF resources and personnel. In such situations, this plan and associated procedures manuals shall be used by the WSF Operations Center to coordinate the involvement of our vessels, crews, and shore-side personnel assigned to response, recovery, and support actions.

1.3 Purpose

This plan describes the basic mechanisms by which Washington State Ferries will respond to and manage the emergency situations that impacts one or more vessels, terminals, support complexes, or the Puget Sound marine environment. Although this plan does not establish absolute standards, it does establish minimum uniform operating concepts and performance guidelines.

There is nothing in this plan that supersedes the authority of a vessel's Master or Chief Engineer or requires that Master or Chief Engineer to hazard his/her vessel, crew, or passengers in response to an emergent situation.

In some instances, Washington State Ferries may be required to operate differently than prescribed in this plan in order to respond properly to a specific emergency. The judgment of the senior (by position) WSF employee involved shall guide such operations.

Washington State Ferries does not guarantee or imply by this plan a perfect response system. As WSF resources and systems may be overwhelmed, we can only endeavor to make every reasonable effort to respond based on the situation, information, personnel, and resources available at the time.

1.4 Policies

During emergency situations, Washington State Ferries will implement the following response policies:

1.4.1 Take immediate and follow-on actions that will minimize risk of injury, and loss of life and property to the public and to employees.

1.4.2 Take immediate and follow-on actions that will minimize damage to the marine environment.

1.4.3 Protect the integrity of the ferry system its vessels, terminals, support facilities, revenues, and material resources.

1.4.4 Repair as quickly as possible damaged vessels, terminals, and support facilities deemed suitable for restoration of operations.

1.4.5 Assign key personnel at disaster sites to oversee operations and recovery actions. The WSF On-Scene Coordination Team will activate the Incident Command System (ICS) and coordinate WSF actions with the response actions of police, fire and medical response units and other jurisdictional authorities.

1.4.6 Suspend those day-to-day functions and tasks deemed appropriate by WSF Officials to be non-essential to the accomplishment of emergency response and recovery actions.

1.4.7 Assign employees as necessary to coordinate and provide for the immediate on-scene protection, stability, care, and first-aid treatment of injured persons aboard WSF vessels, at WSF terminals, and at WSF support complexes.

1.4.8 Respond to non-life saving requests for emergency marine transportation as directed by the network of State of Washington/ State Department of Transportation Emergency Operations Centers.

1.4.9 Respond to life threatening marine search and rescue operations as directed by the USCG, or as requested by law enforcement agencies, city and county Emergency Operations Centers, or the State Emergency Management Duty Officer.

1.4.10 Respond to requests from city, county, or state Emergency Operations Centers for marine transportation of medical evacuations cases. In all such evacuations, the requesting agency is solely responsible for identification of and coordination with the receiving medical facility and for ground transportation of the patient(s)

1.4.11 Vessel and Terminal employees that are on watch when a disaster occurs shall remain on watch until properly relieved of their duties or directed to secure their operations by the WSF Operations Center or On-Scene Coordinator. Relieving crews scheduled to take the watch within thirty minutes of the time that the disaster occurs are expected to report to the work site and assist as directed in response and recovery actions. Support staff employees at work when a disaster occurs are expected to remain at or near the work site until dismissed by the senior employee (by position) at the location. Management staff at work when the disaster occurs shall proceed as assigned to positions in the field or at the Emergency Operations Center/Alternate Emergency Operations Center.

1.4.12 Employees not at work when the disaster occurs are expected to take those actions necessary to place their families and affected property in a secure and stable condition. Each employee is expected to communicate to the appropriate work supervisors or dispatcher their ability to respond and suitability to perform work. If communications with supervisors or the dispatcher is not possible and ground transportation to the primary work station cannot be achieved, terminal and vessel employees should report to the nearest operational terminal facility.

1.4.13 Provide information on damage assessment, operational capabilities, and recovery actions to the State Department of Transportation, Olympic Region EOC, and the Northwest Region EOC.

1.4.14 Cooperate with other agencies at the local, state, and federal levels as the situation requires.

1.4.15 In cooperation with the United States Coast Guard, coordinate all Puget Sound marine emergency transportation missions in compliance with Emergency Support Function (ESF)-1 of the State's Comprehensive Emergency Management Plan

1.4.16 Provide for critical incident stress briefing of WSF employees.

1.4.17 Provide for notification to next of kin or identified persons in the case of critical injury or death of WSF employees. Provide for notification to employees at work when in receipt of disaster related home status information.

2. Situation and Assumptions

2.1 Situation

This plan addresses the Level I, Level II, and Level III emergencies (as defined below) which may involve the coordination of local, state, and federal resources. These emergencies include but are not limited to the following events;

Natural Disasters	**Technological Emergencies**
Earthquakes	Vessel Emergencies (Fire, Flooding, Grounding, Collision)
Volcanic Activity	Terminal Emergencies (Fire, Flooding,)
Weather Storms	Acts of Terrorism
Other	Radiological Accidents
Search and Rescue	Acts of War
Medical Emergency	Hazardous Materials Spills

2.1.1 Emergency Levels

Level I

Any emergency limited to a single vessel, terminal, or support complex that effects the safety of only a few persons, but does not pose a significant threat to the safe operation of the vessel, terminal, or complex. Level I includes situations where WSF vessels respond in support of non-WSF emergencies. Level I emergencies can and will be routinely handled by employees at the scene with necessary assistance coordinated by the WSF Operations Center and local area police, fire, and medical aid units. Examples: Injury to customer or employee, robbery at a terminal, property damage, public disturbance, minor hazardous material spill, small scale search and rescue operations, requests for medical evacuation, and requests for movement of emergency response units, equipment, or supplies.

Level II

Any emergency involving one or more vessels, terminals or support complexes where significant damage to property or the marine environment has or may occur, and/or where the safety of people is or may be at risk. These situations will require the coordination of information and resources between WSF, USCG, Washington State Patrol, Local Authorities, other state agencies, and various contractors. Level II emergencies may involve a declaration by the WSF

Chief Executive Officer to accomplish emergency work. Level II emergencies may also involve a proclamation of State of Emergency by the Governor. The WSF Emergency Operations Center will be activated to coordinate efforts and resource utilization between WSF and other local, state, and federal agencies. Any Level II emergency involving an underway WSF vessel constitutes a marine search and rescue mission under the jurisdiction of the U.S. Coast Guard 13th District and the USCG Marine Safety Office. Examples: Vessel fire, flooding, grounding, collision, illision with the dock, man-overboard situations, malicious threat calls, terrorist assault, terminal fire, building collapse, or major weather storm.

Level III

Any catastrophic event that effects a large area or all of the Puget Sound marine environment. Response and recovery from such an event will require significant amounts of resources from local, state, and federal governments. The WSF Emergency Operations Center will be activated to coordinate efforts and resource utilization between WSF and other local and state agencies. Level III emergencies may involve an emergency declaration by the WSF Chief Executive Officer to accomplish emergent repairs. Level III emergencies may involve a proclamation of State of Emergency by the Governor, and/or Declaration of Emergency by the Secretary of Transportation. Level III emergencies may involve a request for Presidential declaration of emergency or major disaster. Examples: major earthquake, volcanic eruption, radiological accident, use of weapons of mass destruction.

2.2 Assumptions

Washington State Ferries will to the best of its ability provide immediate and efficient response to an emergency. In some instances, WSF's personnel and resources may be overwhelmed and may not be able to provide immediate service to all routes in the system. To effect emergency response and recovery policy WSF personnel will take actions as guided by the following situation assumptions.

2.2.1 Disaster Occurrence

The disaster will occur in a period of time ranging from a few seconds to several minutes. The priority objective is to minimize risk of injury to the general public and to employees, and then minimize damage to the environment and other property. Shoreside actions to be considered include evacuation of office complexes, terminal buildings, and passenger walk-ways. On-load/off-load actions may stop to allow the vessel to back away from the dock until the immediate threat has passed and a determination is made of the operational

capability of the auto and passenger ramp systems. Vessel actions would include immediate response procedures for the specific casualty in accordance with onboard procedures.

2.2.2 Immediate Response

This period of time will range from a few minutes to one or more hours. The priority objectives are to contain the emergency and rapidly assess the extent of injuries to the public and to employees, to acquire the necessary fire fighting, medical aid, and rescue assistance, and to take those actions that will provide better protection, stability, comfort, and assistance to injured and effected persons, and to take those actions that will minimize damage to property and the environment.

2.2.3 Capabilities and Damage Assessments

This period of time will range from a few hours to several days and may overlap part of the immediate response period. The initial objective is to conduct an operational capabilities assessment identifying each terminal's or each vessel's ability to support some level of service operations. Where it is reasonably safe to operate at a terminal facility, service will continue within the limits of the known damage. An in-depth engineering damage assessment of each terminal facility and affected vessel will be performed based on availability of personnel and priority for inspection. A secondary objective will be to collect and disseminate damage information related to the community infrastructure surrounding WSF terminal facilities.

2.2.4 Service Restoration

Emergent service will commence at each terminal when the operational capabilities assessment shows that the facility can be safely operated at some level of service. After service capabilities are identified the priority objectives are to return residents to their home side of the Puget Sound, and to provide marine transportation of disaster recovery units and resources as directed by the DOT Representative at the Emergency Operations Centers of the State of Washington, and/or State Department of Transportation Olympic Service Center, and to provide marine transportation for injured persons as requested by city and county Emergency Operations Centers. Mass transit customer service will be restored where and when the vessels, terminals and the required employees are available, and where the shoreside infrastructure is capable of supporting service operations.

2.2.5 Reconstruction and Restoration of Normal Service

This period will commence after a terminal facility receives a complete engineering assessment of damage. As the need declines

for transportation of disaster recovery units, service priority will shift back to commuter mass transportation. Service will be provided commensurate with facilities reconstruction.

3. Concept of Operations

3.1 General

The WSF Emergency Operations Center has overall responsibility for coordination of emergency response actions. On-Scene control of a situation will be through implementation of the Incident Command System. Where multiple agencies, and jurisdictional authorities are represented on-scene, the concepts of a Unified Command System shall be in effect.

The WSF Operations Center, located at Colman Dock in Seattle, will be the initial focal point for all emergency reports from/to vessels and shore facilities. The Operations Center shall initiate or confirm all internal and external notifications, activate the WSF Emergency Operations Center and provide response coordination until the WSF Emergency Operations Center and ICS/UCS Emergency Operation Center are in place.

In the event that the Colman Dock facility is not functional an Alternate Emergency Operations Center shall be established as quickly as possible at one of the WSF Regional (North/South) Offices or if necessary aboard a ferry vessel.

Selected administrators and managers will report to or dispatch a representative to the WSF Emergency Operations Center upon notification of a Level II or higher emergency.

3.2 Authority and Chain of Command

The Chief Executive Officer has the authority to direct all emergency operations within Washington State Ferries. In the absence of the CEO, the Deputy Director is authorized to perform those duties. When both the Director and the Deputy Director are unable to perform the duties and unforeseen circumstances preclude the Director from formally designating in writing another official to assume the duties, all responsibilities and authorities of the Director of Marine Transportation that may be properly delegated fall upon the WSF official, highest on the following list, who is present in the Emergency Operations Center.

1. Director of Marine Operations
2. Manager of Marine Operations
3. Manager of Vessel Engineering
4. Manager of Terminal Engineering
5. Director of Human Resources

3.3 Emergency Organization

During an emergency, the normal WSF Tables of Organization will continue to apply. All vessel crews, terminal crews and staff employees should report to and continue to work under their immediate supervisor . If the immediate supervisor is unable to report to work, employees should report to the next highest supervisor on the Table of Organization.

In the event of an emergency onboard a vessel, the Master remains in charge of the vessel throughout the incident unless he/she is incapacitated by the accident, or until such time that the appropriate Port Captain deems it necessary to relieve the Master with another individual with appropriate qualifications

In emergencies involving one or more vessels the applicable Port Captain, when in position to do so, shall assume the duties of the WSF On-Scene Coordinator. When a Port Captain is not available, a senior WSF manager trained in the ICS and knowledgeable of WSF emergency procedures shall be designated and will assume the duties of the WSF On-Scene Coordinator.

In the event of an emergency aboard a vessel in lay-up status, the Chief Engineer or senior WSF employee present shall act as the WSF On-Scene Coordinator until relieved by a designated official. When the affected vessel is moored at the Eagle Harbor Repair Facility the Repair Facility Manager or the Shipyard Superintendent shall assume the duties of the WSF On-Scene Coordinator. When the affected vessel is located at a repair facility other than Eagle Harbor, a Master if present or the senior (by position) WSF representative at the shipyard shall assume the duties of the WSF On-Scene Coordinator.

In the event of an emergency at a WSF shore facility the Terminal Agent or senior WSF employee present shall act as the WSF On-Scene Coordinator until relieved. The applicable Regional Terminals Manager, when in position to do so, shall relieve as the WSF On-Scene Coordinator.

In addition to the situations stated above and as may be required by the specific emergency, the WSF EOC shall designate additional persons as WSF On-Scene Coordinators. Such persons will respond to the appropriate locations and provide coordination of resources and actions between Washington State Ferries and local fire fighting, medical aid, or police units.

3.4 WSF Emergency Operations Center

The WSF Emergency Operations Center shall consist of three functional groups; Policy, Coordination, and Operations.

3.4.1 Policy Group

The Policy Group includes the CEO, the Deputy Director, the Department Directors/Managers, and the Safety Management System Designated Person. As needed, persons from the following staff positions shall respond to the EOC in support of the Policy Group; Public Affairs, Contracts/Legal Services, Budget, Accounting, Payroll, and Information Services. Tasks of the Policy Group include but are not limited to:

A. Prepare and issue the Washington State Ferries Declaration of Emergency

B. Oversee the situation response from the Emergency Operations Center/Alternate EOC.

C. Provide the situation unique policy decisions that will guide emergency response and recovery actions.

D. Coordinate and direct the actions that will restore day-to-day management and support functions.

E. Prepare and release Public Information statements addressing WSF policy issues and overall response to the emergency.

F. Provide for and conduct VIP response procedures, including press support, tours and briefings.

G. Provide for and coordinate notification of next of kin or identified persons in the case of critical injury or death of WSF employees.

H. Document all decisions and actions of the Policy Group as they apply to the specific situation.

3.4.2 Coordination Group

The Manager of Marine Operations shall be the lead person in the Coordination Group. This group includes the Terminals Maintenance Engineer, one Port Engineer, the Service Planning Manager, other Operations Planners as needed, and representatives from the Departments of Terminal Engineering, and Vessel Engineering. Also when available a Port Captain or a Regional Terminals Manager. Major tasks of the Coordination Group include but are not limited to:

A. Assess the situation’s environmental risks, communicate critical information to vessels and terminals, and recommend or direct such actions as may be necessary to minimize exposure to such risks.

B. Receive reports of operational capabilities at each terminal and prioritize task assignments for damage assessment teams.

C. Receive terminal facilities damage assessment reports, prioritize and coordinate plans for restoration actions.

D. Receive reports of damage to ferry vessels, prioritize repair actions, direct internal repair actions, and coordinate plans for emergent repair actions by contractors.

E. Advise Masters and On-Scene Coordinators of safety issues due to vessel stability factors.

F. Evaluate WSF emergency and routine communications systems and capabilities, prioritize and direct systems restoration actions.

G. Establish emergency service routes and schedules.

H. In coordination with the Joint Information Center prepare and release all customer information bulletins.

I. Prepare all reports of WSF operations capabilities and damage to be submitted to WSDOT/State EOC(s), and City/County EOC(s)

J. Coordinate emergency procurement actions.

K. Review all requests for emergent marine transportation, decide response actions, and assign vessel(s) and personnel to accomplish these tasks.

L. Provide for and coordinate critical incident stress briefings for WSF employees.

M. Provide for information flow to the Policy Group.

N. Provide response and recovery direction to the Operations Group.

O. Document all decisions and major actions of the Coordination Group.

P. Develop the EOC staffing plan as necessary to support protracted response and recovery situations

3.4.3 Operations Group

The Operations Watch Supervisor shall be the lead person in the Operations Group. This group shall consist of two or more Information Agents, one Dispatcher, one Procurement Agent, and one representative of Human Resources Department. Major tasks of the Operations Group include but are not limited to the following:

A. Implement the Emergency Response Checklist/Procedure applicable to the specific situation.

B. Activate the WSF Emergency Operations Center and make staff recall notifications as required.

C. Establish and conduct communications with vessels, terminals, support complexes, Damage Assessment Teams, On-Scene Coordinator(s), city and county Emergency Operations Centers and Central Communications Complexes, and State/WSDOT Emergency Operations Centers.

D. Implement response and recovery actions as directed by the Coordination Group.

E. Receive, document, and distribute terminal operational capabilities reports, terminal and vessel damage assessment reports, and reports of completed repair and restoration actions.

F. Receive and distribute reports of damage to community infrastructure surrounding WSF Terminal facilities.

G. Receive, document, and distribute reports of injuries occurring on WSF facilities and vessels. Coordinate with city and county EOCs/Central Communications Centers for the request and response of police, medical, and fire fighting units.

H. Receive, document, and distribute reports of deaths occurring on WSF facilities and vessels. Track location, transportation, and transfer of custody of the deceased persons.

I. Receive and document work capability reports from off-duty deck and engine room personnel. Track vessel crew work hours, and dispatch deck and engine room personnel as required.

J. Receive, document, and distribute customer property damage and customer personal injury information and claims.

K. Receive home status information and relay that information to applicable employees that are at work.

L. Provide for marine transportation of WSF Damage Assessment Teams.

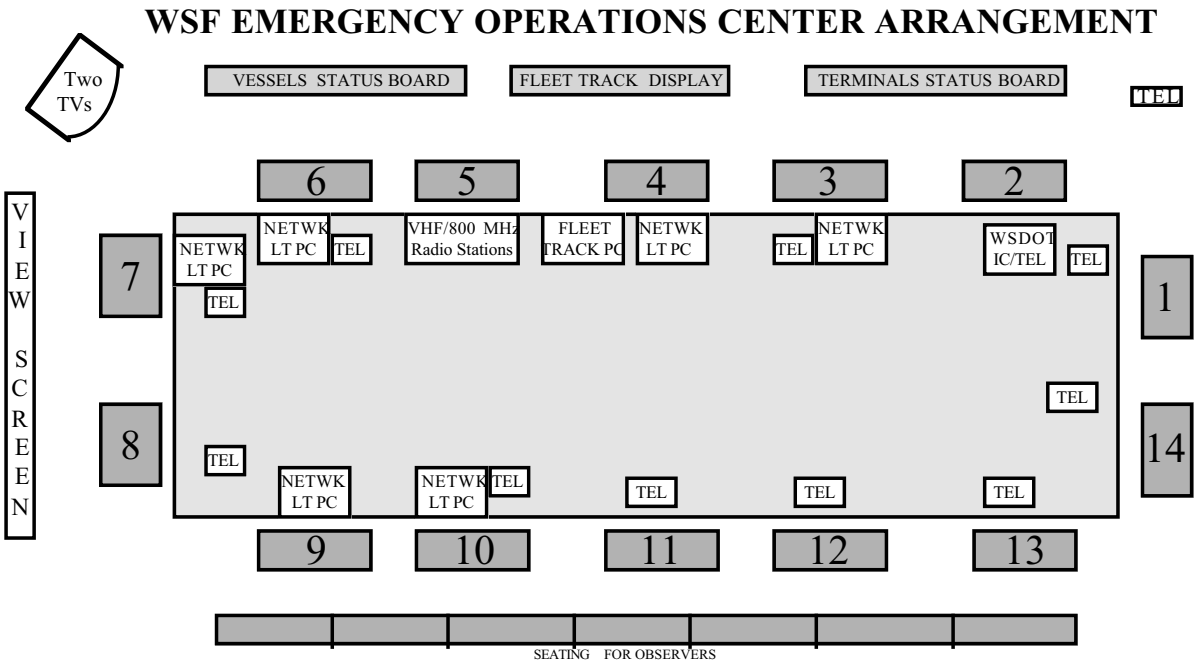
M. Provide for the exchange of information with the Coordination and Policy Groups.

N. Maintain a record of all radio and telephone communications.

O. Document all decisions and actions of the Operations Group.

3.4.4 Emergency Operations Center Arrangement

The nominal staffing and seating arrangement for the Policy Group and the Coordination Group is depicted in Figure 3.1, and for the Operations Group in Figure 3.2. Until such time that a specific room is designed and outfitted as depicted in these figures actual staffing and seating will depend on the specific emergency and the availability of people. It is expected that the Operations Group will be located at the existing desks in the Operations Center while the Policy and Coordination Groups will be in a single room near by. The Operations Center Watch Supervisor shall maintain current an EOC Staff notification list containing the position title, name, office phone number, and home phone number of the managers and office personnel assigned to the Emergency Operations Center.



1 = ERC Director **2 = S MS DP/ State EOC Liaison** **3 = HR Representative**

4 = Status Board & Log Keeper **5 = Radio Operator** **6 = Port Engineers**

7 = Terminals Eng. & Maintenance **8 = Coordination Group Leader** **9 = Service Planner**

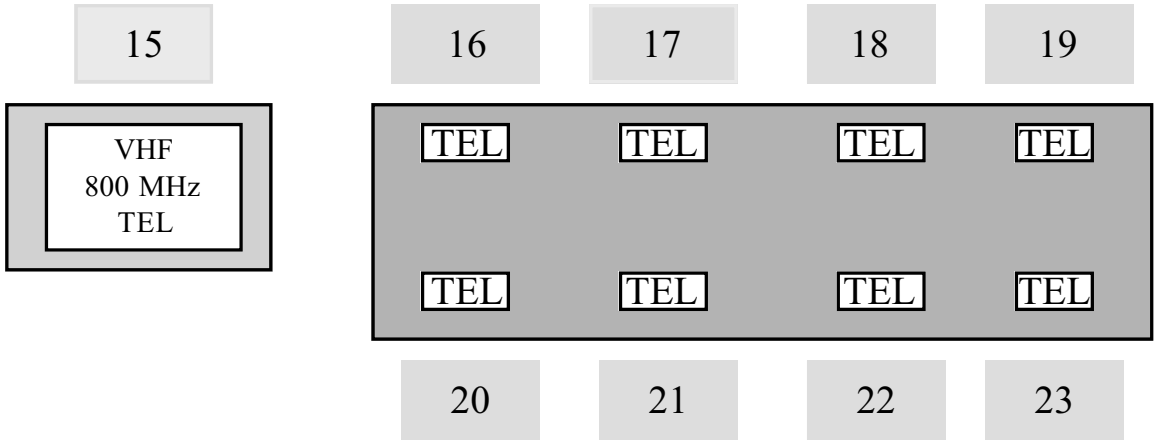
10 = Vessel Engineering **11 = USCG Liaison** **12 = City / County Liaison**

13 = WA State Patrol **14 = Public Information Rep**

Policy and Coordination Groups

Figure 3.1

WSF EMERGENCY OPERATIONS CENTER ARRANGEMENT



15 = Watch Supervisor
16 = Dispatcher
17 = Information Agent
18 = Procurement Desk
19 = HR Representative
20 = Information Agent
21 = Marriott Rep
22 = Open
23 = Open

TEL = Telephone
VHF & 800 MHz = Radio Systems

Operations Group

Figure 3.2

On-Scene Coordination Team

An On-Scene Coordination Team will be deployed during malicious threat situations and during any Level II emergency. Multiple teams as they are available may be deployed during a Level III emergency. Managers assigned to such teams will include one or more of the following: Port Captains, Regional Terminal Managers, Regional Administrative Officers, Port Engineers, the Customer Information Manager, Safety Officers, and other persons as directed by the Manager of Marine Operations or higher authority. The On-Scene Coordination Team works in direct support to the vessel(s), terminal(s), and or office complex involved in the emergency situation. The On-Scene Coordination Team reports to the WSF-Emergency Operations Center.

The Port Captain when present shall be the WSF On-Scene Coordinator. He shall have responsibility for the coordination of on-scene actions in direct support to the vessel, terminal facility, or shore complex that is in distress.

The Regional Terminals Manager shall have responsibility for coordination of shoreside operations involving the handling of passengers and vehicles.

The Regional Administrative Officer shall have responsibility for initial liaison with responding units, documentation of decisions and plans, and communications.

The Port Engineer shall have responsibility for coordination of all engine room support functions.

The Customer Information Manager shall have responsibility for management and control of on-scene WSF public information statements and for delivery of reports to the Joint Information Center.

The Safety Officer is responsible for monitoring vessel and passenger recovery actions, assessing hazardous and unsafe situations, and developing measures for assuring personnel safety.

The On-Scene Coordination Team shall be equipped with portable 800 MHz radios programmed to transmit and receive on the WSF Operations Group. Refer to paragraph 3.8.2 for description of the 800 MHz radio system.

Persons designated as members of the On-Scene Coordination Team shall be equipped with distinctive vests with appropriate WSF labeling, and with “First Responder” identification.

3.5 On-Scene Coordination Team

When notified of a situation, persons assigned to the On-Scene Coordination Team will respond to the vicinity of the emergency and perform the following tasks:

3.5.1 Activate the ICS On-Scene Command Post. Coordinate WSF response actions with the response actions of the U S Coast Guard, the Washington State Patrol, the local fire, medical, police units, and other jurisdictional agencies.

3.5.2 Provide for and conduct all communications between the On-Scene Command Post and the WSF marine vessel(s) involved in the emergency.

3.5.3 Make situation reports from the scene to the WSF Emergency Operations Center.

3.5.4 Establish an On-Scene Information Center with representatives from the local authorities and jurisdictional agencies. Provide information to the Joint Information Center and to the respective agency Emergency Operation Centers.

3.5.5 Work with local area responders to provide aid and assistance to members of the public and to WSF employees involved in the emergency situation.

3.5.6 In as much as possible document the names, addresses, phone numbers, description of injuries, and the medical facility to which transported, of all persons injured or deceased as a result of the WSF emergency.

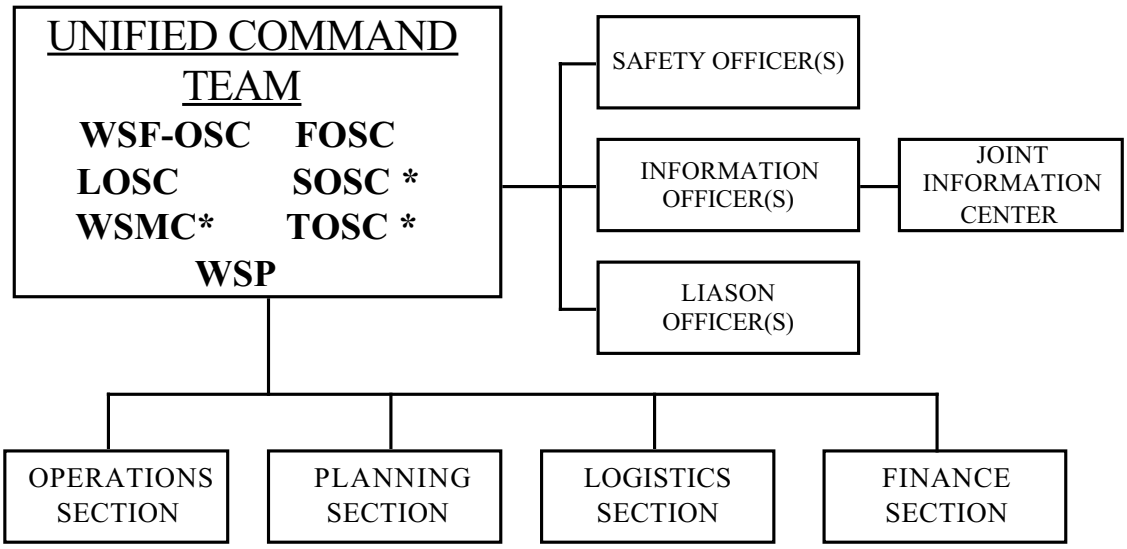
3.5.7 When appropriate provide assistance to customers and employees for preparation of and documentation of property damage claims.

3.6 Unified Command System

When the WSF On-Scene Coordination Team is integrated with the local area response units and other on-scene agencies representatives, and when multiple agencies activate their Emergency Operations Centers to response to the same situation a Unified Command System (UCS) shall exists. Within the UCS, decisions with regard to the response will be made by consensus of the primary participants. Given a Level II emergency onboard a WSF vessel the primary organizations expected to respond would include: Washington State Ferries, the U.S. Coast Guard, and the City and/or County Emergency Management Representatives. If the potential exists or an actual oil/hazardous materials spill occurs, Washington State Department of Ecology and the Washington State Maritime Cooperative will participate. If Tribal marine waters are effected, the local Tribal Council may also be represented.

Organization	**Title**
WSF	WSF On-Scene Coordinator (WSFOSC) or Responsible Party On-Scene Coordinator (RP)
WSP	Washington State Patrol
USCG	Federal On-Scene Coordinator (FOSC) or SAR On-Scene Coordinator (OSC)
Local Authority	Local On-Scene Coordinator (LOSC)
WSDOE	State On-Scene Coordinator (SOSC) For environmental issues only.
WSMC	Washington State Maritime Cooperative For environmental issues only
Tribes	Tribal On-Scene Coordinator (Tribes)

A typical organizational chart for the Unified Command System is represented in Figure 3.3.



* = AGENCIES INFOLVED WITH OIL / HAZARDOUS MATERIAL SPILLS

Organization of the Unified Command System

Figure 3.3

3.7 Damage Assessment Teams

Depending on the nature of the emergency and the impact on terminals, vessels, and office complexes, the need may exist to deploy damage assessment teams. The Manager of Terminal Engineering and the Manager of Vessel Engineering shall assign persons from their respective departments to damage assessment teams as appropriate. The employment of WSDOT engineers, contract engineers or persons from other agencies for the purpose of performing engineering assessment of WSF terminals, vessels, or office complexes is the responsibility of the applicable WSF Department Manager. These Teams shall perform in-depth engineering inspections of the terminal(s), office complexes, or vessel(s) that have sustained damage as a result of the emergency situation. Each team is responsible for written and photographic documentation of the damage and for engineering assessment of the operational capabilities and limitations of the terminal or vessel. Deployment of Damage Assessment Teams shall be directed by the EOC Coordination Group. Teams shall communicate with and submit reports to the EOC through the Operations Group.

3.8 Vessel Use Tasks

During the Level III emergency the day-to-day mission of providing cross sound mass transit will give way to more critical missions. Vessels and their crews may be used to perform the following response and recovery tasks. These tasks are not in priority sequence.

A. Shoreside terminal facilities fire fighting.

B. Aid and assistance to the public and WSF employees ashore.

C. Passenger evacuation from damaged or disabled vessels

D. Medical Evacuation

E. Search and Rescue

F. Transport of public and contractor emergency and utility vehicles

G. Transport of emergency workers regardless of agency or organization

H. Transport of emergency food, clothing, medical, and other supplies

I. Transportation and support of WSF/WSDOT Damage Assessment Teams

J. Alternate WSF/WSDOT/State Emergency Operations Centers

K. Field Hospital/Emergency Shelter (Non-operational vessels)

3.9 Communications Systems

3.9.1 Marine Radio System

The primary means of ship-to-shore, shore-to-ship, and ship-to ship communications currently used by Washington State Ferries is the marine radio system. Each vessel pilothouse is equipped with redundant radios with battery power back up. All terminals and the Operations Center are equipped with radio systems that allow for single channel operations only. The WSF working channel is Channel 79. Shore-to-shore communications using Channel 79 is prohibited by FCC regulation. Vessel and terminal call signs are as listed in the following table.

Marine Radio Call Signs

Vessel	Call Sign	Terminal	Call Sign
CATHLAMET	WYR 7641	ANACORTES	WDT 546
CHELAN	WCX 7878	BAINBRIDGE	WXF 604
CHINOOK	WCY 2726	BREMERTON	KUF 602
ELWHA	WY 3960	CLINTON	KUZ 450
EVERGREEN STATE	WTQ 6960	COLMAN DK S	KPB 361
HIYU	WX 9133	COLMAN DK N	KIY 819
HYAK	WX 9439	EDMONDS	WHX 753
ILLAHEE	WTK 9366	FAUNTLEROY	KUS 682
ISSAQUAH	WSD 3625	FRIDAY HARBOR	KJA 446
KALAMA	WAA 6310	KEYSTONE	WDT 536
KALEETAN	WY 2512	KINGSTON	WXF 684
KITSAP	WYR 3421	LOPEZ	WXY 994
KITTITAS	WYQ 9302	MUKILTEO	WHV 932
KLAHOWYA	WK 7107	ORCAS	WDT 567
KLICKITAT	WA 6855	POINT DEFIANCE	KZV 677
NISQUALLY	WA 8696	PORT TOWNSEND	KIY 305
QUINAULT	WA 9820	SHAW	WRS 917
PUYALLUP	WCY 7938	SIDNEY B. C.	XK 0675
RHODODENDRON	WB 6079	SOUTHWORTH	KYM 588
SEALTH	WAK 7089	TAHLEQUAH	KZV 677
SKAGIT	WAA 6039	VASHON	KZG 388
SNOHOMISH		N. REGION OFF	KIY 819
SPOKANE	WYX 2004	S. REGION OFF	KPB 361
TACOMA	WCX 9244	EAGLE HARBOR	NONE
TILLIKUM	WL 3377		
TYEE	WSD 7505		
WALLA WALLA	WYX 2158		
WENATCHEE	WCY 3378		
YAKIMA	WY 2988		

3.9.2 800MHz Radio System

The 800 MHz radio system is the primary emergency communications system. The system has three functional pre-programmed communications groups.

A. Operations Group: This group includes all ferry vessels, most terminals, the North and South Regional Offices, the Operations Center, and the On-Scene Coordination Teams. The purpose of this group is to provide for ship-to-shore, shore-to ship, and shore-to-shore communications.

B. Shipyard Group: This group includes the shipyard main office complex, all associated repair shops, including mobile repair vehicles, and the WSF Operations Center. The purpose of this group is to provide for routine and emergency communications directly related to vessel and terminal repair actions.

C. WSDOT Group: This group links the WSF Operations Center (**FERRIES EOC**) with the Department of Transportation Northwest Region Operations Center (**DAYTON EOC**), and the Olympic Region Operations Center (**OLYMPIC EOC).** The purpose of this group is to provide for emergency communications.

3.9.3 Telephone Systems

The current means of communications between all terminals, support complexes, and management staff is through use of installed telephone systems. The only means of routine and emergent communications between the WSF Operations Center and all city, and county 911 agencies and emergency operations centers is by telephone. The WSF internal telephone system includes cellular voice and fax capability to the engineering control room of each vessel.

3.9.4 WSDOT Intercom

The WSDOT intercom is a large party telephone line that works as a simplex mode radio net. It links Operations Centers/EOCs at all regional and modal agencies within the State Department of Transportation. The Intercom is the primary means of reporting information emergency from the WSF Operations Center/EOC to the Olympic Service Center and the Northwest Region Service Center.

3.10 Reporting Requirements

3.10.1 Incident Reports to the WSF Operations Center

All emergencies occurring onboard a WSF vessel or at a shore-side facility shall be reported to the Operations Center. The initial report is expected to be made within five minutes of the situation occurrence when possible. Content of the initial report should include the problem, assistance requested, and intentions. Follow-up reports are essential to proper coordination of recovery actions. These reports should contain more detailed information, and focus on critical problems and essential needs. Follow-up reports shall be submitted as necessary.

The 800 MHz radio or the Marine Radio Channel 79 are the current means of submitting an initial report of a vessel emergency when the vessel has an on shift Deck Crew aboard. Follow-up reports can be made using either radio system or telephones.

All reports of shore-side emergencies or an emergency on a vessel with no deck crew on board are submitted via telephone communications. **The WSF Operations Center emergency report phone number is (206)-515-3458.**

3.10.2 Reports to Response Agencies

The WSF Operations Center shall make notification to the appropriate 911 center(s) requesting and coordinating police, medical, and fire fighting response units. This requirement does not preclude onscene employees from making an initial call for assistance to the local 911 center. The WSF Operations Center shall make initial and follow-up reports to the State of Washington Office of Emergency Management, Washington State Patrol, State of Washington Department of Transportation Northwest Region Emergency Operations Center, the Olympic Region Emergency Operations Center for all Level II and Level III WSF emergencies.

3.10.3 Reports to Regulatory Agencies

In all Level II and Level III emergency situations involving operating ferry vessels the WSF Operations Center shall make notification to and maintain appropriate communications with the USCG District 13 Rescue Coordination Center, and the USCG Marine Safety Office. This reporting requirement is in addition to and does not substitute for the situation reporting requirements of the vessel Master or Chief Engineer as set forth by the Code of Federal Regulations (CFR).

The WSF Operations Center shall make initial voice reports and event reports to the Washington State Department of Ecology, Spill Prevention Section as required by Washington Administrative Code (WAC) Chapters 317-21 and 317-31.

3.11 Release of Public Information

Authority to release corporate level information to the public resides with the Chief Executive Officer and is exercised through the WSF Public Information Office. Authority to release operations information (schedules, disruptions, damage assessments, emergency response actions) lies with the Director of Operations and is exercised through the Customer Information Manager. This day-to-day division of authority remains intact during all emergency situations. During Level II and Level III situations when the Emergency Operations Center is activated the release of information will be exercised by the Director of Public Affairs through the Policy Group and by the Customer Information Manger through the On-Scene Coordination Team Leader. Employees of Washington State Ferries regardless of their position will adhere to the following information release guidelines.

3.11.1 All requests for information relating to emergency situations shall be acknowledged by the WSF employee that first receives the request. The employee shall refer the requesting party to the Joint Information Center, or to the WSF-EOC, or to the Customer Information Manager. The employee or the immediate supervisor shall inform the Emergency Operations Center of the request and provide the name, address, and telephone number of the requesting party.

3.11.2 No employee shall comment on or release information relating to identity of deceased persons onboard ferry vessels, at ferry terminals, or other support complexes except as directed by the WSF EOC or Director of Public Affairs.

3.11.3 Media briefings planned and conducted by WSF On-Scene Coordinators shall be coordinated with the Joint Information Center and the WSF-EOC.

3.12 Critical Incident Stress Briefing

A program of critical incident stress briefings will be made available to WSF employees. Participation in the program will be voluntary. The primary objective will be to schedule briefings within twelve to seventy-two hours after the incident. A record of employee participation in the briefing program shall be maintained by the Human Resources Department.

3.13 Home Status Information Program

This program will include two fundamental objectives. First is notification of next of kin or identified persons in situations where WSF employees are critically injured or death occurs at the work site. Second is to receive information relating to status of family members or identified persons and deliver that information to the applicable WSF employee at work. An employee's participation in this program will be voluntary. All point of contact and home status information will be held in strict confidence.

3.14 Requesting Emergency Service from Washington State Ferries

Emergency marine transportation on established WSF routes can be requested by city or county Emergency Management Offices, hospitals, ambulance service companies, fire departments, police agencies, utility companies, or any 911 Communications Center.

Requests received during service hours on the applicable route will be accomplished through priority loading of the emergency vehicle(s). Agencies should submit requests in accordance with the guidelines provided for the specific situation as discussed below.

Requests received after service is secured on the applicable route will require sufficient lead time to prepare and in some cases position a vessel and crew. After hours emergency service can be provided by WSF on the following routes:

Route	**Time Period**	**Lead Time**
Vashon Head to Fauntleroy or	2:30 am to 4:00 am	15 minutes
Vashon Head to Southworth	2:30 am to 4:00 am	15 minutes
Bremerton to Seattle	1:30 am to 5:00 am	75 minutes auto ferry 50 minutes passenger ferry
Bainbridge Island to Seattle	2:30 am to 5:00 am	15 minutes
Clinton to Mukilteo	1:30 am to 4:30 am	15 minutes
Kingston to Edmonds	0:30 am to 5:00 am	15 minutes

Submit requests for after hours emergent service by telephone call to the

WSF Operations Watch Supervisor	(206) 515-3458
	(206) 515-3456

During disaster response and recovery situations all requests for WSF emergency marine transportation services should be submitted by the local area Emergency Operations Center to the State of Washington Emergency Operations Center at Camp Murray.

3.14.1 Medical Emergency Vehicles

A medical emergency vehicle is defined as an emergency response vehicle transporting a patient(s) in the care of emergency personnel and/or the same vehicle returning from an emergency call while still in service.

During WSF hours of operation, submit the request by telephone to the origination terminal. If unable to contact the origination terminal, submit the request to the WSF Operations Watch Supervisor. **Advance notification is not required.**

Family members of a person being transported by the medical emergency vehicle onboard a ferry will be extended preferential loading for one private vehicle. The need for preferential loading of the family members private vehicle must be clearly communicated by the requesting agency. Please provide the make and color of the vehicle and the name of the vehicle driver. Fare for the family's private vehicle will be collected at the origination terminal based on the current rate for the route involved.

3.14.2 Emergency Response Units

An emergency response unit is any fire department, medical aide, police, utility company vehicle or other designated unit responding to an actual emergency or an emergency recovery assignment.

Submit all requests for movement of emergency response units to the WSF Operations Watch Supervisor.

Provide the number and type of vehicles. Identify any vehicle(s) with gross weight over 80,000 lb. Movement of vehicles over 80, 000 lb. will be tide level dependent and may require terminal engineer's assessment.

3.14.3 Movement of Bulk Materials

Bulk materials includes any equipment, supplies, food stores or unaccompanied freight shipped aboard a WSF vessels in response to an emergency situation or an emergency recovery action.

All bulk materials must be in a drive-on/drive-off or roll-on/roll-off condition prior to loading on the vessel. WSF does not have the equipment or personnel to handle large quantities of unaccompanied freight. If the bulk freight is packaged on pallets, the company or agency requesting the emergency movement must arrange for or provide the equipment (forklifts) and operators to load and unload the vessel.

All requests for movement of bulk materials should be made to either the State of Washington Emergency Operations Center or to the WSF Operations Supervisor.

3.14.4 Large Scale Medical Evacuation

A medical evacuation of this type is defined as the marine transportation of a large number of injured persons with or without the use of emergency vehicles.

All requests for large scale medical evacuations should be made to the State of Washington Emergency Operations Center.

The agency submitting the request must provide sufficient medical professional personnel to care for the injured persons during the movement. All ground transportation to the origination terminal and from the destination terminal is the responsibility of the agency requesting the movement. Coordination with the receiving medical facility is the responsibility of the agency requesting the movement.

3.14.5 Search and Rescue

The following guidelines apply to requests for WSF assistance in marine search and rescue operations under the jurisdiction of the Local Authorities when the USCG District 13 Rescue Coordination Center or the USCG Group Seattle Operations Center are not yet involved.

Submit requests for WSF assistance in a local jurisdiction search and rescue event directly to the WSF Operation Watch Supervisor. The Watch Supervisor has radio communications with all operating vessels and terminals and can direct the timely response of one or more vessels.

The requesting agency must provide the information critical to an effective WSF involvement. Such information includes; location of the search area relative to the nearest WSF ferry terminal, information on the vessel in distress (type, size, color), the number of persons on the vessels or in the water.

The decision to divert a ferry vessel from its scheduled service to support extended search efforts belongs to Washington State Ferries. **WSF ferries will not be diverted to extended search in non-life threatening situations.**

All requests from Local Authorities for use of WSF vessels in marine search and rescue events will be reported by the WSF Operations Watch Supervisor to the USCG District 13 Rescue Coordination Center and to USCG Group Seattle Operations Center.

3.14.6 Fares

Fares for after hours emergency marine transportation will be determined after the movement occurs and collected only when required by the applicable Washington State Administrative Code in effect at the time. After hours fares will be billed to the agency requesting the movement. The fare will be based only on the estimated cost of fuel expended to conduct the movement. Fares for emergency transportation performed during normal service hours will be assessed at the current rate for the route involved and will be collected at the origination terminal.

4. Responsibilities of Specific WSF Personnel

4.1 Chief Executive Officer/Director (CEO)

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate and provide overall direction to the Policy Group.
- Declare all emergencies that require the authority of the Assistant Secretary Marine Transportation under Directive D 07-45.
- Maintain communications with and provide for reports to the Secretary of Transportation.
- Document all personal activities pertaining to emergency response operations.

4.1.1 Director of Public Information

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate and provide public information functions in support of the Policy Group.
- Function as the WSF Point of Contact for coordination of all VIP visits and tours associated with evaluation of damage in the marine environment.
- Document all personal activities pertaining to emergency response operations.

4.2 Deputy Director

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions as a member of the Policy Group.
- In the absence of the CEO provide overall direction to the Policy Group and declare all emergencies that require the authority of the Assistant Secretary Marine Transportation under Directive D 07-45.
- Provide overall direction for recovery actions involving budget, accounting, and information systems.
- Document all personal activities pertaining to emergency response operations.

4.3 Director of Marine Operations

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions as a member of the Policy Group
- Provide overall guidance to the Coordination and Operations Groups.
- Document all personal activities pertaining to emergency response operations.

4.3.1 Manager of Marine Operations

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate and provide overall supervision to the Coordination Group.
- Document all personal activities pertaining to emergency response operations.

4.3.1 North/South Region Port Captains

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.

- Attempt to gain communications with the Operations Center Watch Supervisor and receive available site status information. Identify the priority emergency locations in your vicinity and respond as appropriate.
- Perform the functions of the WSF On-Scene Coordinator.
- When not in the field respond to the Emergency Operations Center as appropriate and provide information and status to the Operations and Coordination Groups.
- Document all personal activities pertaining to emergency response operations.

4.3.3 Vessel Masters, Mates, and Chief Engineers

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- If your vessel operations are included within the Safety Management System (SMS) carry out the emergency procedures applicable to the situation. If your vessel is not included in the SMS, carry out the emergency procedures applicable to the situation as contained in Supplement 1 to this plan.
- During a catastrophic disaster situation the Bainbridge Island/ Seattle vessel in route to Colman Dock shall proceed to the vicinity of that terminal and standby to take onboard such management personnel as necessary to activate the Alternate Emergency Operations Center.
- Make required reports to the Operations Center/Emergency Operations Center/Alternate EOC as appropriate.

4.3.4 North/South Region Terminal Managers

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Attempt to gain communications with the Operations Center Watch Supervisor and receive available site status information. Identify the priority emergency locations in your vicinity and respond as appropriate.
- Perform the functions assigned within the WSF On-Scene Coordination Team

- When not in the field respond to the Emergency Operations Center/AEOC as appropriate and provide information and status to the Operations and Coordination Groups.
- Document all personal activities pertaining to emergency response operations.

4.3.5 Terminal Agents or Senior Employee at the Terminal.

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- If your terminal operations are included within the Safety Management System (SMS), carry out the emergency procedures applicable to the situation. If your terminal is not included in the SMS, carry out the emergency procedures applicable to the situation as contained in Supplement 1 to this plan.
- Document all personal activities pertaining to emergency response operations.

4.3.6 North/South Region Administration Officers

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Attempt to gain communications with the Operations Center Watch Supervisor and receive available site status information. Identify the priority emergency locations in your vicinity and respond as appropriate.
- Perform the functions assigned within the WSF On-Scene Coordination Team
- When not in the field respond to the Emergency Operations Center/AEOC as appropriate and provide information and status to the Operations and Coordination Groups.
- Document all personal activities pertaining to emergency response operations.

4.3.7 Customer Information Manager

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the scene of the emergency as appropriate

- Perform assigned functions within the WSF On-Scene Coordination Team.
- Provide coordination of all customer service information bulletins and media liaison.
- Document all personal activities pertaining to emergency response operations.

4.3.8 Service Planning Manager

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions within the Coordination Group
- Provide guidance for coordination of emergency service schedules.
- Document all personal activities pertaining to emergency response operations.

4.3.9 Manager Field Communications

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond in the filed as appropriate and provide coordination and repair of communications systems.
- When not in the field respond to the Emergency Operations Center/AEOC as appropriate and provide information and status to the Operations and Coordination Groups.
- Document all personal activities pertaining to emergency response operations.

4.3.10 Operations Center Watch Supervisor

- Document date and time when first notified of or became aware of the emergency situation.
- In accordance with criteria provided in this plan activate the WSF Emergency Operations Center/Alternate EOC and supervise the notification of EOC participants.

- Implement the appropriate emergency procedures as contained in the Safety Management System Emergency Preparedness Manual, and in Supplement 1 to this plan.
- When the EOC is activated, provide overall supervision of the Operations Group.
- Document all personal activities pertaining to emergency response operations.

4.3.11 Repair Facility Manager

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the EOC/AEOC as a member of the Coordination Group.
- Provide direction for recovery actions involving the Repair Facility.
- Document all personal activities pertaining to emergency response operations.

4.3.12 Superintendent of Repair Facility

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Eagle Harbor Repair Facility and provide overall supervision of recovery actions at that facility.
- Provide situation status reports to the EOC/AEOC and necessary.
- Document all personal activities pertaining to emergency response operations.

4.3.13 Port Engineers

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the scene of the emergency or to the Emergency Operations Center as appropriate.
- Perform assigned functions as a member of the WSF On-Scene Coordination Team.

- Provide guidance for emergent vessel repair actions
- Document all personal activities pertaining to emergency response operations.

4.3.14 Terminal Maintenance Engineer

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate Perform assigned functions as a member of the Coordination Group.
- Provide guidance for emergent terminal repair actions not requiring engineering approval.
- Document all personal activities pertaining to emergency response operations.

4.3.15 Materials Manager

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions as a member of the Coordination Group.
- Document all personal activities pertaining to emergency response operations.

4.4 Manager of Vessel Engineering

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions a member of the Policy Group.
- Provide direction for damage assessment and recovery actions involving vessels.
- Provide for support to the Coordination and Operations groups as necessary to support operational vessels
- Document all personal activities pertaining to emergency response operations.

4.4.1 Chief Naval Architect

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions a member of the Coordination Group.
- Provide guidance for damage assessment and recovery actions involving vessels in commercial shipyards.
- Provide for support to the Operations Group as necessary to support operational vessels
- Document all personal activities pertaining to emergency response operations.

4.4.2 Vessel Construction Manager

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate Perform assigned functions a member of the Coordination Group
- Provide direction to commercial shipyards for damage assessment and recovery actions involving vessels.
- Provide for support to the Operations Group as necessary to support operational vessels
- Document all personal activities pertaining to emergency response operations.

4.5 Manager of Terminal Engineering

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions a member of the Policy Group.
- Provide guidance for damage assessment and recovery actions involving terminal facilities and support complexes.

- Provide for support to the Coordination and Operations groups as necessary to monitor and track the damage assessment of terminals and support complexes.
- Document all personal activities pertaining to emergency response operations.

4.5.1 Terminal Design Manager

- Document date and time when first notified of or became aware of the emergency situation.
- Respond to the Emergency Operations Center or to the scene of the emergency as appropriate. Perform assigned functions a member of the Coordination Group
- Provide guidance for damage assessment and recovery actions involving terminal facilities and support complexes.
- Document all personal activities pertaining to emergency response operations.

4.5.2 Terminal Construction Manager

- Document date and time when first notified of or became aware of the emergency situation.
- Respond to the Emergency Operations Center or to the scene of the emergency as appropriate. Perform assigned functions a member of the Coordination Group
- Provide guidance for damage assessment and recovery actions involving terminal facilities and support complexes.
- Document all personal activities pertaining to emergency response operations.

4.5.3 Structural Design Supervisor

- Document date and time when first notified of or became aware of the emergency situation.
- Respond to the appropriate site. Assemble and provide coordination for damage assessment and damage recovery teams.
- Document all personal activities pertaining to emergency response operations.

4.6 Director of Human Resources

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions as a member of the Policy Group.
- Provide overall guidance for recovery actions involving the human resources functions.
- Provide for support to the Coordination and Operations groups as necessary to document payroll data, and account for injury and or death of employees.
- Document all personal activities pertaining to emergency response operations.

4.6.1 Payroll Manager

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions in direct support of the Policy Group.
- Develop the post disaster payroll recovery plan.
- Provide guidance for recovery of payroll operations.
- Document all personal activities pertaining to emergency response operations.

4.6.2 Employee Relations Manager

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate. Perform assigned functions as a member of the Coordination Group.
- Develop the plan of action and schedule for critical incident stress briefings.

- Provide for overall coordination of employee critical injury and death notifications to next of kin or other designated persons.
- Document all personal activities pertaining to emergency response operations.

4.6.3 Safety Officer

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Attempt to gain communications with the Operations Center Watch Supervisor and receive available site status information. Identify the priority emergency locations in your vicinity and respond as appropriate. Work in direct support of the WSF On-Scene Coordinator.
- When not in the field respond to the Emergency Operations Center/AEOC as appropriate and provide information and status to the Operations and Coordination Groups.
- Develop the plan and stores for emergency food and water for use by the Emergency Operations Center.
- Document all personal activities pertaining to emergency response operations.

4.7 Director of Safety Management System

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center as appropriate and provide guidance for safety management.
- Document all personal activities pertaining to emergency response operations.

4.7.1 Emergency Management Coordinator

- Document date and time when first notified of or became aware of the emergency situation, and activation of the Emergency Operations Center/Alternate EOC.
- Respond to the Emergency Operations Center. Provide assistance as necessary and perform those tasks assigned by the Director.

- Augment the Operations Center staff during storm watch and other situations as appropriate.
- Document all personal activities pertaining to emergency response operations.

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